

**SECTION 4. DESIGN CONSIDERATIONS**

This section provides a conceptual description of the Automated Data System (ADS).

**4.1 System Description.**

The ADS will consist of a network of telecommunication links, computer hardware, and software which is capable of supporting the functions and processes identified in Sections 2.4, 2.5, and 3. The ADS will be specifically configured to meet the different functional configurations at the various operating locations. The ADS system shall be sized to provide sufficient capacity for accommodating the system's processing requirements. The ADS memory will be configured to allow future upgrades with minimum redesign. AR system resources, including central processing unit (CPU), memory, channels, and input/output (I/O) devices, shall be field upgradable in incremental fashion during the system life. All memory, timing, and bus loading must be adequate to provide spare (reserve) and growth capabilities. All system busses and timing must be capable of accepting this increase in processing without modification. All hardware bus structures must be based on open system architectures.

**4.1.1 ADS Support Characteristics.**

The deployment of the ADS will be world wide and interconnected via government provided (including commercial) wide area networks (WAN) and/or satellite communications systems. The ADS deployment will consist of discrete suites of hardware and software that will support functions at its various management levels. There is a user level related to the system that consists of the operations or base level users. Also, the system will be developed to support a user distribution and display system at the organizational, intermediate and depot levels of maintenance. Each level has different functional responsibilities to be supported by the ADS. The ADS hardware/software suites will also require common capabilities to permit data flow, coordination, approval and status checking for all TM management functions identified in Sections 2.4 and 3.2.

**4.1.2 Interfacing Systems.****4.1.2.1 Army Interfacing Systems.**

The joint TM system will be required to interface with the following Army systems: Commodity Command Standard System (CCSS); Digital Storage and Retrieval Engineering Drawing System (DSREDS); Army Computer-aided Acquisition Logistics Support (ACALS); Portable Maintenance Aid (PMA); PATRIOT Automated

Logistics System (PALS); Standard Finance System (STANFINS), and the Training and Doctrine Command (TRADOC) Decision Support System (TDSS). These systems are described in further detail in Section 5.4.

#### 4.1.2.2 Navy Interfacing Systems.

The joint TM system will be required to interface with the following Navy system: Engineering Data Management Information and Control System (EDMICS). This system is described in further detail in Section 5.4.

#### 4.1.2.3 Air Force Interfacing Systems.

The joint TM system will be required to interface with other systems which are designed to provide support functions in the TM system. The ADS will interface with such systems as the Core Automated Maintenance System (CAMS), Security Assistance Technical Order Data System (SATODS), the Improved Technical Data System (ITDS), the Advanced Tactical Fighter (ATF) Integrated Maintenance System (AIMS), the Joint Surveillance and Target Attack Radar System (JSTARS), Paperless Low Altitude Navigation & Targeting Infrared for Night (LANTIRN) Automated Depot (PLAD), the Electronic Publishing System (EPS), the C-17 G-file, and the Computer Program Identification Number (CPIN) System (QO16). Section 5.4 discusses these interface requirements in more detail.

#### 4.1.3 Organization/ADS Relationships.

##### 4.1.3.1 Army Organization/ADS Relationships.

The ADS will be deployed throughout the Army (reference Figure 4-1, Army Organizations/ADS Relationships) at specified geographic sites (e.g., Rock Island, IL) to support Army organizations and functional groups at that site [e.g., HQ Armament, Munitions, and Chemical Command (AMCCOM)]. These organizations and functional groups are responsible for accomplishing technical manual activities. An organization may have responsibilities which are inherent to one or more levels. The levels at which organizations and functional groups perform key functions are described below. Table 4-1A, Locations of Army Level 1 ADS Suites, Table 4-1B, Locations of Army Level 2 ADS Suites, and Table 4-1C, Locations of Army Level 3 ADS Suites, list Army units or organizations by site.

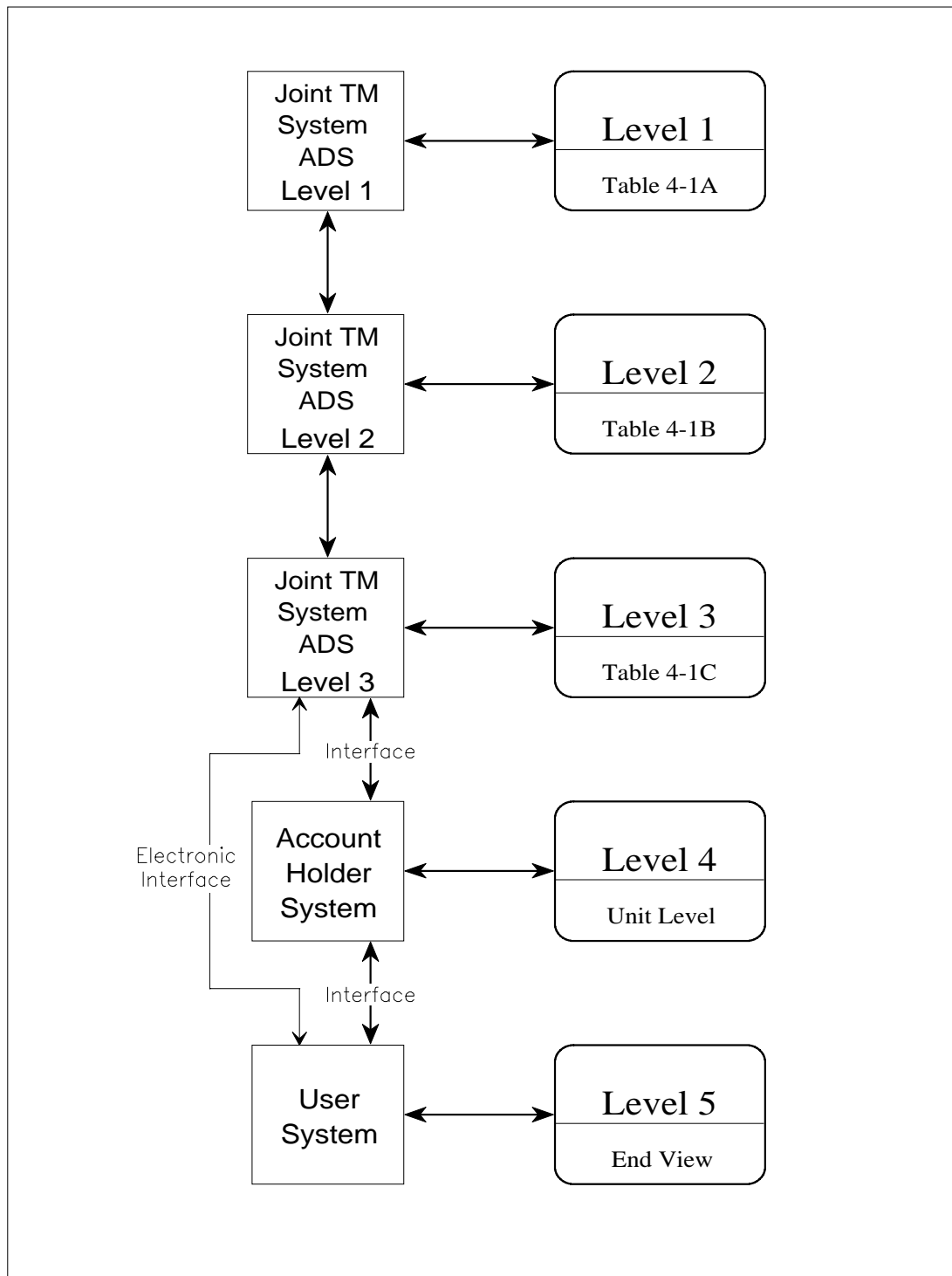


Figure 4-1 Army Organization/ADS Relationships

a. Policy Level (Level 1): Functional groups at this level create TM policy, specifications, and standards, and perform audit functions at all levels to ensure compliance. They provide overall management and control of the TM infrastructure and assign or reallocate resources to accomplish functions within the infrastructure.

b. Production Level (Level 2): Functional groups at this level acquire TMs, manage TM acquisition, and manage TM improvement, maintenance, and configuration control. They develop TMs, TM changes, TM updates and conduct engineering reviews to ensure TMs are adequate and current. These groups also manage TM distribution and ship TMs to users. Level 2 activities create and use production-level management information for day-to-day operation of the TM infrastructure and summarize that management information for use by Level 1 managers.

Table 4-1A. Locations of Army Level 1 ADS Suites

Location	Quantity
HQ TRADOC, Ft Monroe, VA	1
HQ DA DCSLOG, Washington, D.C.	1
HQ DA DISC4, Washington, D.C.	1
HQ USAISC, Ft Huachuca, AZ	1
HQ USAMC, Alexandria, VA	1
HQ USAPPC, Alexandria, VA	1
USAMC Subordinate Headquarters:	7
AMCCOM, Rock Island Arsenal, IL	
AVSCOM, St Louis, MO	
MICOM, Redstone Arsenal, AL	
TACOM, Warren, MI	
TROSCOM, St Louis, MO	
USAFISA, Ft Belvoir, VA	1
TOTAL:	14

Table 4-1B. Locations of Army Level 2 ADS Suites

Location	Quantity
USAMC TM Proponents:	11
AMCCOM, Rock Island, IL	
AMCCOM (MAY), Picatinny Arsenal, NJ	
AMCCOM (MAT), Aberdeen Proving Ground, MD	
AVSCOM, St Louis, MO	
CECOM, Ft Monmouth, NJ	
MICOM, Redstone Arsenal, AL	
TACOM, Warren, MI	
TROSCOM, St Louis, MO	
CCSLA, Ft Huachuca, AZ	
IMMC, Vint Hill VA	
USAMC CDA, New Cumberland Army Depot, PA	
HQ DESCOM, Letterkenney Army Depot, Chambersburg, PA	1
PM TRADE, Orlando, FL	1
Army EOD Detachment, Indian Head, MD	1
USAPPC Publications Distribution Center (PDC), St Louis, MO	1
USAPPC Publications Distribution Center (PDC), Baltimore, MD	1
USAMC MRSA, Lexington, KY	1
Army Depots:	7
Anniston Army Depot, Anniston, AL	
Christi Army Depot, Corpus Christi, TX	
Letterkenny Army Depot, Chambersburg, PA	
Red River Army Depot, Red River, AR	
Sacramento Army Depot, Sacramento, CA	
Tobyhanna Army Depot, Tobyhanna, PA	
Tooele Army Depot, Tooele, UT	
Other Army Commands, Centers, and Schools:	22
Academy of Health Sciences, Ft Sam Houston, TX	
Air Defense Artillery School, Ft Bliss, TX	
Armor School, Ft Knox, KY	
Army Training Support Center, Ft Eustis, VA	
Aviation Center, Ft Rucker, AL	
Aviation Logistics School, Ft Eustis, VA	
Chemical School Ft McClellan, AL	
Combined Arms Command, Ft Leavenworth, KS	
Combined Arms Support Command, Ft Lee, VA	
Engineer School, Ft Leonard Wood, MO	
Field Artillery School, Ft Sill, OK	
Infantry School, Ft Benning, GA	
Intelligence Center and School, Ft Huachuca, AZ	

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Intelligence School, Ft Devens, MA  
JFK Special Warfare Center, Ft Bragg, NC  
Military Police School, Ft McClellan, AL  
Ordnance, Missile, and Munitions Center and School,  
    Redstone Arsenal, AL  
Ordnance Center and School, Aberdeen Proving Ground, MD  
Quartermaster School, Fort Lee, VA  
Signal School, Ft Gordon, GA  
Soldier Support Center, Ft Benjamin Harrison, IN  
Transportation School, Ft Eustis, VA

Total: 46

Table 4-1C. Locations of Army Level 3 ADS Suites

Location	Quantity
Reference: Army Stationing and Installation Plan	214
TOTAL (Levels 1, 2 and 3):	274

c. Intermediate Distribution Centers (Level 3): Decentralized, site-level, single point interfaces at which digital TMs and TM management information are stored and made available to organizational and/or functional group user activities. The system capabilities provide support to user inputs, such as requisitions for and change recommendations to Army publications, including forms. The system's capabilities also must support the development and loading of locally prepared supplements to publications (command and agency publications).

d. Account Holder (Level 4): Organizational or staff level entities which consolidate publications account activities from a number of users with which it is organizationally or geographically associated. Account holders interface with the intermediate Distribution Center (Level 3) electronically. Requisitioning account activities for publications (physical media) are accepted from Users (Level 5), consolidated, and forwarded to the Intermediate Distribution Center. Physical media is routed to the Account Holder through the Intermediate Distribution Center. Physical media shall also be routed from Level 2 directly to Level 4. Account Holders accept this physical media, process it, and forward it to the proper User. Subscription account transactions submitted by individual Users are consolidated by the Account Holder and forwarded to the Intermediate Distribution Center.

e. User System (Level 5): The User System supports the user of publications in the acceptance, storage, reading, and improving of publications. An interface between the User System and the Account Holder (Level 4) is provided for the passage of physical media and account transactions. A further interface is required between the User System and the Intermediate Distribution Center (Level 3) to enable the on-line access of data files containing publication. This interface is also used for the submission of publications improvements and the receiving of publications improvement status data. A final interface, supporting both electronic and non-electronic data exchange between the User System and Distribution Managers (Publications proponent) is required. This interface is used in support of publications improvement activities when access to Intermediate Distribution Centers is unobtainable.

#### 4.1.3.2 Navy Organization/ADS Relationships.

The ADS will be deployed throughout the Navy (reference Figure 4-2, Navy Organization/ADS Relationships) at specified geographical sites (e.g., Pensacola Naval Air Station) to support Navy organizations and functional groups at that site [e.g., the Naval Aviation Depot (NADEP), Naval Education and Training Program Management Support Activity (NETPMSA), Navy Publishing and Printing Service District Office (NPPSDO)]. Table 4-2, Navy Locations of ADS Suites, lists the units or organizations by site. Each of these organizations or groups are responsible for accomplishing one or more of the functional areas of TM or publications management. The responsibilities associated with the functional areas are grouped into "levels" as follows:

a. Decentralized Management Authority (Level 1): Functional groups at this level create policy, specifications and standards, and perform audit functions at all levels to ensure compliance. They provide overall management and control of the TM infrastructure and assign or reallocate resources to accomplish functions within the infrastructure.

b. Distributed Managers (Level 2): Functional groups at this level acquire TMs, manage TM acquisition, and manage TM improvement, maintenance, and configuration control. They develop TMs, TM changes, TM updates and conduct engineering reviews to ensure adequacy of TM contents. Other groups at this level manage publication distribution and ship publications to users. Level 2 activities create and use production-level management information for day-to-day operation of the publication infrastructures and summarize that management information for use by Level 1 managers.

c. Intermediate Distribution Centers (Level 3): Decentralized, site-level, single point interfaces at which digital and/or paper TMs and TM management information is stored and made available to organizational and/or functional group user activities. Digital TM capabilities are provided to support user inputs to the system, such as the creation of publication requisitions or the submission and routing of change recommendations.

d. User Support (Level 4): Organizational or staff level activities which consolidate publications activities and store digital TMs for retrieval for a number of users with which it is organizationally or geographically associated. Level 4 activities interface electronically with Level 3 activities. Level 4 organizations have limited management functions. There may or may not be a Level 4 activity at a given site, activity or ship.



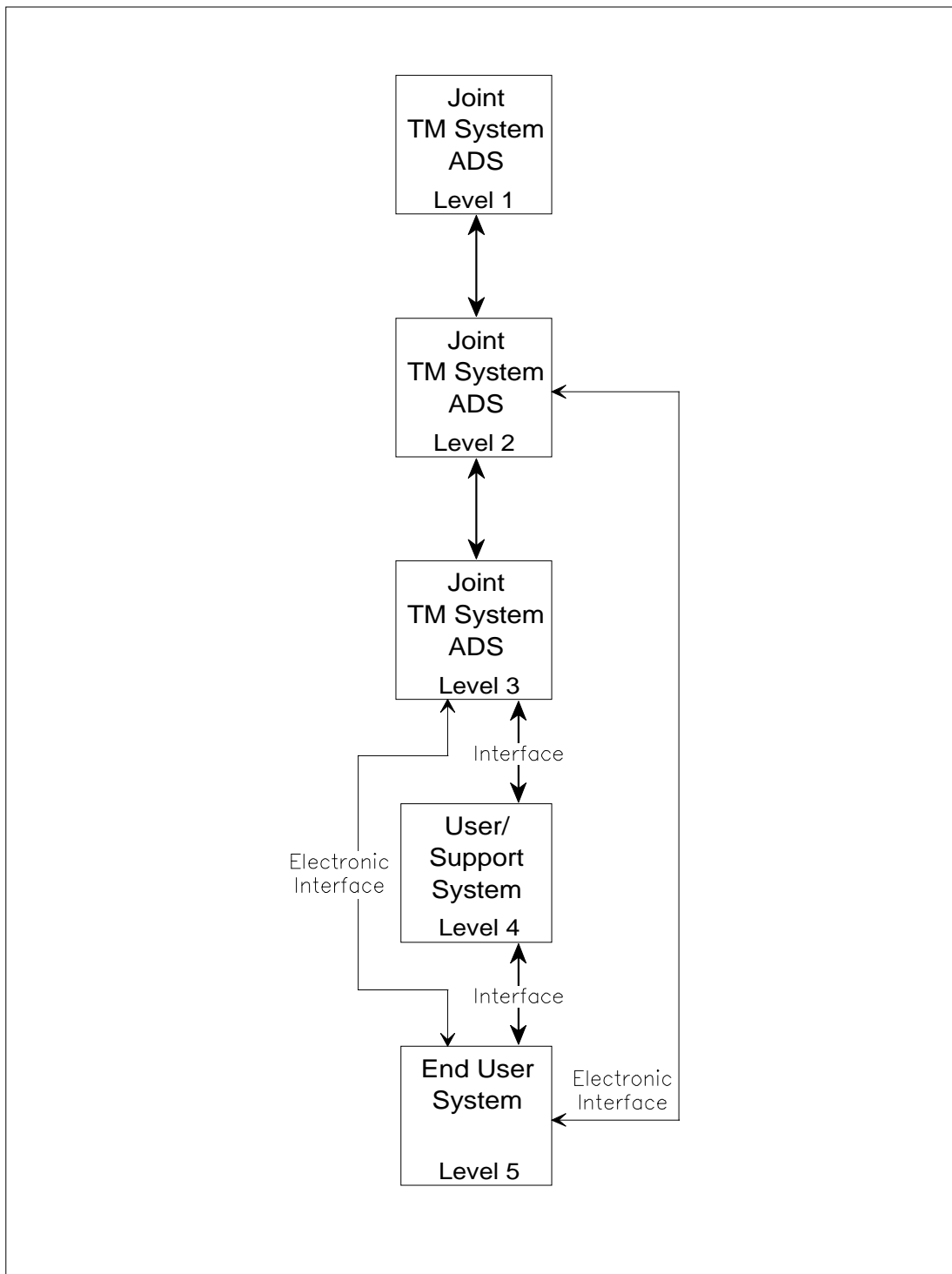


Figure 4-2 Navy Organization/ADS Relationships

Table 4-2. U.S. Navy and U.S. Marine Corps ADS Suites locations  
(Note: Locations annotated with ++ are currently on the DoD base closure list)

Level	Location	Quantity
1	Naval Air Systems Command, Washington, DC	22
-	Naval Sea Systems Command, Washington, DC	
-	Space and Naval Warfare Systems Command, Washington, DC	
-	Naval Supply Systems Command, Washington, DC	
-	Chief of Naval Education and Training, Pensacola, FL	
-	Chief of Naval Technical Training, Millington, TN	
-	Chief of Naval Air Training, Corpus Christi, TX	
-	Chief of Naval Operations, Washington, DC	
-	HQ USMC, Washington, DC	
-	Marine Corps Research, Development, and Acquisition Command, Washington, DC	
-	Military Sealift Command, Washington, DC	
-	Naval Automation Command, Washington, DC	
-	Naval Facilities Engineering Command, Alexandria, VA	
-	Naval Intelligence Command, Washington, DC	
-	Naval International Logistics Command, Philadelphia, PA	
-	Naval Security Group Command, Washington, DC	
-	Naval Telecommunications Command, Washington, DC	
-	Metrology Engineering Center, Pomona City, CA	
-	++ Naval Electronic System Security Engineering Center, Washington, DC	
-	Naval Safety Center, Norfolk, VA	
-	Naval Explosive Ordnance Disposal Tech Center, Indian Head, MD	
-	Defense Quality Standardization Office, Falls Church, VA	
-		
2	NAVAIR Organizations	32
-	a. Naval Air Systems Command, Washington, DC	
-	b. Naval Air Technical Services Facility, Philadelphia, PA	
-	c. Naval Aviation Depots (NADEPS)	
-	1. Alameda, CA	
-	2. Cherry Point, NC	
-	3. Jacksonville, FL	
-	4. Norfolk, VA	
-	5. North Island, CA	
-	6. Pensacola, FL	
-	d. NAVAIR Cognizant Field Activities (CFAS)	
-	1. Naval Avionics Center, Indianapolis, IN	
-	2. Naval Air Engineering Center, Lakehurst, NJ	
-	3. Naval Air Development Center, Warminster, PA	
-	++ 4. Naval Weapons Evaluation Facility, Kirtland AFB, NM	

- 5. Pacific Missile Test Center, Pt Mugu, CA
- 6. Naval Aerospace Recovery Facility, El Centro, CA
- e. Naval Tactical Support Activity, White Oak, MD
- ++ f. Naval Training System Center (NTSC), Orlando, FL
- g. NTSC Field Activities
  - 1. NTSC Cognizant Regional Office, Portsmouth, VA

Table 4-2 (continued)

## Navy Locations of ADS Suites

Level	Location	Quantity
-		
-	2. NTSC Cognizant Regional Office, San Diego, CA	
-	3. NTSC Training System Support Activities (TSSA)	
-	(a) Cherry Point, NC	
-	(b) Jacksonville, FL	
-	(c) Norfolk, VA	
-	(d) Oceana, VA	
-	(e) Pensacola, FL	
-	(f) Memphis, TN	
-	(g) Cecil Field, FL	
-	(h) L&Moore, CA	
-	(i) Whidbey Island, WA	
-	(j) North Island, CA	
-	(k) Corpus Christi, TX	
-	(l) Santa Ana, CA	
-	(m) Fleet ASW Training Center, San Diego, CA	
-	4. NTSC Field Engineering Division, Pensacola, FL	
-	NAVSEA Organizations	27
-	a. Naval Sea Systems Command, Washington, DC	
-	b. Naval Sea Data support Activity (NSDSA), Port Hueneme, CA	
-	c. Naval Ship Weapon Systems Engineering Station (NSWSES), Port Hueneme, CA	
-	d. Naval Shipyards	
-	1. Charleston, SC	
-	2. Long Beach, CA	
-	3. Mare Island, CA	
-	4. Pearl Harbor, HI	
-	++ 5. Philadelphia, PA	
-	6. Portsmouth, NH	
-	7. Norfolk, VA	
-	8. Puget Sound, WA	
-	e. NAVSEA Cognizant Field Activities (SEA CFAS)	
-	1. Naval Ammunition Depot, McAlester, OK	
-	2. Naval Oceanographic Systems Center, Newport, RI	
-	3. Naval Ordnance Station, Indian Head, MD	
-	4. Naval Surface Weapons Center, Dahlgren, VA	

- 5. Naval Weapons Station, Concord, CA
- 6. Naval Weapons Station, Yorktown, VA
- 7. Naval Weapon Support Center, Crane, IN
- f. Naval Ship Systems Engineering Station, Philadelphia, PA
- g. Naval Sea Combat Systems Engineering Station, Norfolk, VA
- h. Supervisor of Shipbuilding, Conversion and Repair
  - 1. Boston, MA
  - 2. Groton, CT
  - 3. Newport News, VA
  - 4. Pascagoula, MS
  - 5. Seattle, WA

Table 4-2 (continued)

Navy Locations of ADS Suites

Level	Location	Quantity
-		
-	i. Naval Ordnance Station, Louisville, KY	
-	j. Naval Sea Logistics Center, Mechanicsburg, PA	
	SPAWAR Organizations	17
-	a. Space and Naval Warfare Systems Command, Washington, DC	
- ++	b. Naval Electronic System Security Engineering Center, Washington, DC	
-	c. Technical Data Center, Portsmouth, VA	
-	d. Naval Electronic Systems Engineering Centers (NESEC)	
- ++	1. Charleston, SC	
-	2. Portsmouth, VA	
- ++	3. San Diego, CA	
- ++	4. Vallejo, CA	
-	e. SPAWAR R&D Centers	
- ++	1. David Taylor Research Center, Bethesda, MA	
- ++	2. Naval Coastal Systems Command, Panama City, FL	
-	3. Naval Oceanographic Systems Center, San Diego, CA	
- ++	4. Naval Surface Weapons Center, Silver Springs, MD	
- ++	5. Naval Underwater Systems Center, Newport, RI	
- ++	6. Naval Weapons Center, China Lake, CA	
- ++	7. Naval Weapons Center, Seal Beach, CA	
- ++	f. Naval Electronic Systems Engineering Activity, St. Indigoes, MD	
-	g. Naval Undersea Warfare Engineering Station, Keyport, WA	
-	h. Naval Weapons Handling Laboratory, NWS Earls, Colts Neck, NJ	

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- NAVSUP Organizations 8
- a. Fleet Material Support Office, Mechanicsburg, PA
- b. Navy Ships Parts Control Center, Mechanicsburg, PA
- c. Aviation Supply Office, Philadelphia, PA
- d. Navy Publishing and Printing Service (NPPS) Offices
- 1. Washington Naval Yard, Washington, DC
- 2. Philadelphia, PA
- 3. Naval Base, Charleston, SC
- 4. Naval Station, San Diego, CA
- e. Navy Publications and Forms Center (NPFC), Philadelphia, PA
- CNET Organizations 2
- a. Naval Education and Training Program Management Support Activity, Pensacola, FL
- b. Naval Education Support Center (Pacific) San Diego, CA
- Other Navy Organizations 3
- a. Naval Explosive Ordnance Disposal Tech Center, Indian Head,
- ++ b. Naval Mine Warfare Engineering Activity, Yorktown, VA
- ++ c. Naval Weapon Evaluation Facility, Albuquerque, NM

## Navy Locations of ADS Suites

Level	Location	Quantity
-		
-	U.S. Marine Corps Organizations	2
-	a. Marine Corps Logistics Base, Albany, GA	
-	b. U.S.M.C. EOD Liaison Detachment, Indian Head, MD	
-		
Total Level 2		91

- 3 The following Navy and U.S. Marine Corps locations are tentatively identified for installation of Level 3 ADS equipment. (\* denotes locations for installation of NPPS equipment)
- 

- U.S. Navy 42
- 1. Dahlgren, VA (Naval Surface Weapons Center) \*
- 2. Silver Springs, MD (Naval Surface Weapons Center) \*
- 3. Indian Head, MD (Naval Ordnance Station) \*
- ++ 4. Philadelphia, PA (Naval Base) \*
- 5. Norfolk, VA (Naval Shipyard) \*
- 6. Bremerton, WA (Naval Shipyard) \*
- 7. Pearl Harbor, HI (Naval Shipyard) \*

- 8. Vallejo, CA (Mare Island Naval Shipyard) \*
- 9. Silverdale, WA (Naval Submarine Base) \*
- 10. Warminster, PA (Naval Air Development Center) \*
- 11. Port Hueneme, CA \*
- 12. North Island NAS (San Diego), CA \*
- ++ 13. San Diego, CA (Naval Station - NPPS Office) \*
- 14. San Diego, CA (Naval Oceanographic Systems Command)
- 15. Mechanicsburg, PA \*
- 16. Brooklyn NY \*
- 17. Great Lakes, IL (Naval Training Center) \*
- 18. Newport, RI (NETC; NOSC) \*
- 19. Jacksonville, FL (NAS) \*
- 20. Pensacola, FL (NAS) \*
- 21. Norfolk, VA (Naval Station) \*
- 22. New Orleans, LA (Naval Station) \*
- 23. PL Mugu, CA (PMRC) \*
- 24. Oakland, CA (Naval Supply Center) \*
- 25. Patuxent River, MD (Naval Air Test Center) \*
- 26. Lakehurst, NJ (NAEC) \*
- 27. New London, CT (Naval Submarine Base) \*
- 28. Indianapolis, IN (NAC) \*
- 29. Louisville, KY (Naval Ordnance Station) \*
- ++ 30. Orlando, FL (Naval Training Systems Center) \*
- 31. Corpus Christi, TX (NAS) \*
- 32. China Lake, CA (NWC) \*
- 33. Long Beach, CA (Naval Shipyard) \*
- 34. Charleston, SC (Naval Shipyard, Naval Supply Center) \*
- 35. Washington, DC (Defense Printing Service, Pentagon)
- 36. Guam NB, GU \*

Table 4-2 (continued)

## Navy Locations of ADS Suites

Level	Location	Quantity
-	37. Roosevelt Roads NS, PR *	
-	38. Guantanamo NAS, CU *	
-	39. Naples NSA, IT *	
-	40. Subic Bay NS, RP *	
-	41. Rota NS, SP *	
-	42. Yokosuka, Japan *	
-	U.S. Marine Corps I	
-	Cherry Point, NC (MCAS) (NTSC TSSA) *	
Total Level 3		43

- 4 The following Navy locations are tentatively identified for installation of Level 4 ADS equipment.
- 
- U.S. Navy 91

- 1. San Diego, CA (Naval Supply Center)
- 2. Norfolk, VA (Naval Supply Center)
- 3. Adak NAS, AK
- 4. Alameda NAS, CA (NTSC TSSA)
- 5. Atlanta NAS, GA
- 6. Barbers Point NAS, HI
- 7. Boca Chica NAS, FL
- 8. Brunswick NAS, ME
- 9. Cecil Field, NAS, FL (NTSC TSSA)
- ++ 10. Chase Field NAS, TX
- 11. Dallas NAS, TX
- 12. Fallon NAS, NV
- 13. Glenview NAS, IL
- 14. Imperial Beach NAS, CA
- 15. Key West NAS, FL
- 16. Kingsville NAS, TX
- 17. LeMoore NAS, CA (NTSC TSSA)
- 18. Memphis NAS, TN (NTSC TSSA)
- 19. Meridian NAS, MS
- 20. Miramar NAS, CA
- ++ 21. Moffett NAS, CA
- 22. Oceana NAS, VA (NTSC TSSA)
- 23. South Weymouth NAS, VA
- ++ 24. Whidbey Island NAS, WA (NTSC TSSA)
- 25. Whiting Field NAS, FL
- 26. Willow Grove NAS, PA
- 27. Concord, CA (Naval Weapons Station)
- 28. Seal Beach, CA (Naval Weapons Station)
- 29. Earle, NJ (Naval Weapons Station)

Table 4-2 (continued)

Navy Locations of ADS Suites

Level	Location	Quantity
-	32. Coronado, CA (Naval Amphibious Base)	
-	33. Little Creek, VA (Naval Amphibious Base)	
-	34. Stockton, CA (Naval Communications Station)	
-	35. San Diego, CA (Naval Communications Station)	
-	36. Wahiawa, HI (Naval Communications Station)	
-	37. Cutler, ME (Naval Communications Unit)	
-	38. Cheltenham, MD (Naval Communications Unit)	
-	39. Corry Field, FL (Naval Communications Training Center)	
-	40. Kings Bay, GA (Naval Submarine Base)	
-	41. Bangor, WA (Naval Submarine Base)	
-	42. San Diego, CA (Naval Submarine Base)	
-	43. San Diego, CA (Fleet ASW Training Center - NTSC TSSA)	
-	44. El Centro, CA (Naval Aerospace Recovery Facility)	

- ++ 45. Albuquerque, NM (Naval Weapons Evaluation Facility)
- 46. Panama City, FL (Naval Coastal Systems Center)
- 47. Gulfport, MS (Naval Coastal Systems Center)
- ++ 48. Davisville, RI (Navy Facilities Engineering Command)
- 49. Skaggs Island, CA (Naval Security Group Activity)
- 50. Winter Harbor, (Naval Security Group Activity)
- 51. Crane, IN (Naval Weapons Support Center)
- 52. Mayport, FL (Naval Station)
- 53. McAlester, OK (Naval Ammunition Depot)
- 54. Guam NAS, GU
- 55. Midway NAS, MW
- 56. Bermuda NAS, BM
- 57. Keflavik NS, IC
- 58. Sigonella NAS, IT
- 59. Atsugi, NAF, JA
- 60. Chinhae Naval Facility, RK
- 61. Brawdy Wales Naval Facility, UK
- 62. Argentia Naval Station, Newfoundland
- 63. New Orleans Naval Support Activity, LA
- 64. New York Naval Station, NY
- 65. Dam Neck Fleet Combat Training Center (Atlantic), Virginia Beach, VA
- 66. Monterey Naval Postgraduate School, Monterey, CA
- 67. United States Naval Academy, Annapolis, MD
- 68. Treasure Island Naval Station, CA
- 69. Athens Naval Supply Corps School, Athens, GA
- 70. Cheatham Annex, Naval Support Center, Williamsburg, VA
- 71. Naval Ships R&D Center, Carderock, MD
- 72. Naval Underwater Systems Center, Ft Lauderdale, FL
- 73. NAVAIR Property Center, Trenton, NJ
- 74. Seattle Navy Base, WA
- 75. Chesapeake Naval Security Group Activity, Chesapeake, VA
- 76. Sebana Seca Naval Security Group Activity, Puerto Rico
- 77. Barking Sands Pacific Missile Range Facility, HI

Table 4-2 (continued)

Navy Locations of ADS Suites

Level	Location	Quantity
-	78. Naval Undersea Warfare Engineering Station, Keyport, WA	
- ++	79. Naval Electronic System Engineering Activity, St. Indigoes, MD	
-	80. Portland, ME (USN Homeport)	



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-	81. Groton, CT	
-	82. Newport News, VA	
-	83. Pascagoula, MS	
- ++	84. Holy Loch, Scotland	
-	85. La Maddalena, Italy	
-	86. Cubi Point, Rep of Philippines	
-	87. Grumman Aerospace Corp. Bethpage, NY	
-	88. McDonnell Douglas Corp, St Louis, MO	
-	89. 495 Summer Street, Boston, MA	
-	90. SUPSHIP Navy Warehouse, Pascagoula, MS	
-	91. 5885 West Imperial Highway, Los Angeles, CA	
-		
-	U.S. Marine Corps	15
-	1. Albany, GA (Marine Corps Logistics Base)	
-	2. Yuma, AZ (MCAS)	
-	3. Barstow, CA (MC Logistics Base)	
-	4. Camp Pendleton, CA (MC Base)	
-	5. El Toro, CA (MCAS)	
- ++	6. Tustin, CA (MCAS)	
-	7. Twentynine Palms, CA (MC Air/Ground Combat Center)	
-	8. Camp H.M. Smith, HI (MC Base)	
-	9. Kaneoho, HI (MCAS)	
-	10. Camp Lejuene, NC (MC Base)	
-	11. New River, NC (MCAS)	
-	12. Beaufort, SC (MCAS)	
-	13. Quantico, VA (MC Combat Dev Command)	
-	14. Camp S.D. Bulter, JA (MC Base)	
-	15. Iwakuni, JA (MC Base)	
-		
	Total Level 4	106
	Total Levels 1, 2, 3, 4	262

e. End Users (Level 5): Individuals who use publications to perform their duties. The interface between the End User System and the User Support Level and the Intermediate Distribution Center Level allows dissemination of physical media (paper and digital) and the transmission of user transactions such as requisitions, change recommendations and status data.

An organization may have responsibilities which are inherent to one or more levels. For example, within the Naval Sea Systems Command (NAVSEA) in Washington, D.C., there are groups responsible for issuing policy and guidance as well as groups charged with acquisition of new weapon systems. Hence, NAVSEA appears under Levels 1 and 2, and each group will be equipped with the ADS associated with that functional responsibility.

#### 4.1.3.3 Air Force Organization.

The ADS and the Air Force organizational structure required to support TM management and maintenance comprise the joint TM system infrastructure. The organizational structure is distributed throughout the five levels of operations described in the concept of operations. Components of the ADS will be structured to support the assigned functions of the organizations being supported. Figure 4-3, Air Force Organization/ADS Relationships, provides a graphic relationship of the various organizations within the Air Force. The ADS hardware and/or software suites are depicted in Table 4-3, Tentative Air Force ADS Suites by level. The ADS will support users at all levels within the Air Force. It is intended that the ADS will replace the functions currently accomplished by the Logistics Management of Technical Order System (GO22), as well as those functions accomplished by the Worldwide Key punch Replacement Program (WKRP) and the Automated Technical Order Management System (ATOMS). The USAF Automated Technical Order System (ATOS) must also be integrated into the ADS. The ADS must also be able to interface with those new and emerging systems under development such as the Advanced Tactical Fighter Integrated Maintenance System (AIMS), the B-2 Improved Technical Data System (ITDS), the LANTIRN Computer Based Technical Order System (CBTOS), the Core Automated Maintenance System (CAMS), the Security Assistance Technical Order Distribution System (SATODS), and other identified in this FD.

A brief description of each level and their functions is provided below.

##### 4.1.3.3.1 Management Information Center (MIC) (Level 1).

The Management Information Center (MIC) will be responsible to operate and monitor the day-to-day operations of the ADS within the USAF. This center will be located at the Headquarters, Air Force Material Command, Wright-Patterson AFB, OH. This center will be responsible for the management, care, and update of USAF policy, procedures, specifications and standards concerning the acquisition, use, and maintenance of technical manuals/orders within the Air Force. The management center will be the prime focal point to implement all decisions or direction

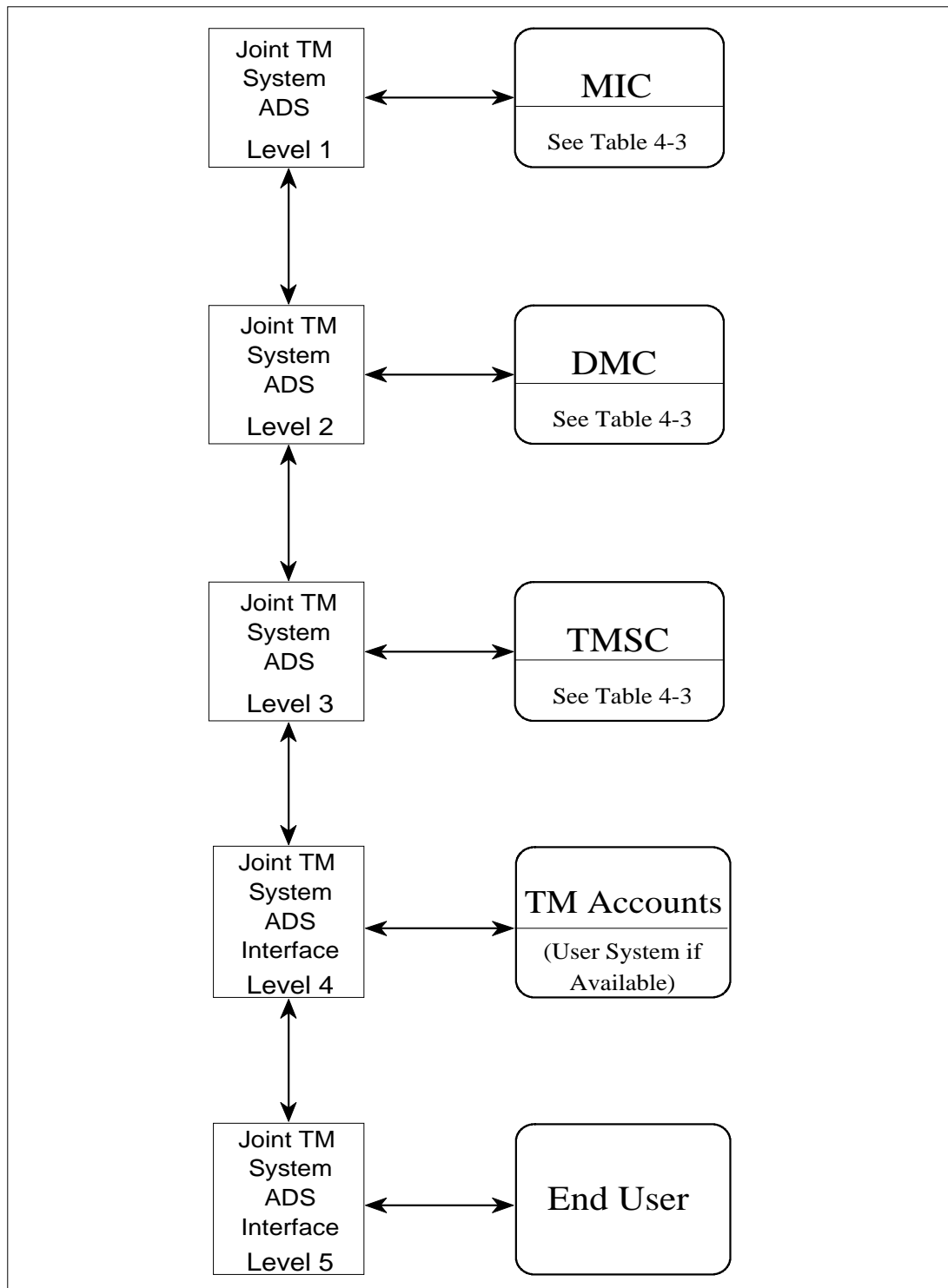


Figure 4-3 Air Force Organization/ADS Relationships

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## Tentative Air Force Locations of ADS Suites

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issued by the USAF Central Technical Order Management Committee (CTOM). The MIC will maintain cost information on all technical order acquisition programs for reference on future programs and the development of should cost information. This center will have an on-line capability and be available for access to authorized USAF or DoD users 24 hours a day. A master listing of all technical order/manual status and user account information of all USAF TO[M accounts will also reside within the MIC. These listings will be compiled and made available automatically to the MIC as accounts are updated and technical manual information is updated by the Data Management Centers. The MIC Will have a fun authoring capability to develop those standards, TMs, or other publications as needed.

#### 4.1.3.3.2 Data Management Centers (DMC) and Major Commands (MAJCOM) (Level 2).

The data management centers will normally reside at the Air Force Logistics Centers (ALCS) or at the Acquisition Program Management Offices (PMO) for those systems still under development. The DMCs will be the center of all USAF ADS operations for TO operations. The DMCs will serve all authorized users of USAF TOs by acquiring, distributing, maintaining, and managing that data for which they are responsible. This will include a mix of paper data for those systems still using paper TMs and totally digital systems such as LANTTPN, the B-2, the F-22, and also classified and unclassified data. The DMCs will receive all data developed by the contractors in a CALS compliant format in whatever means is determined most economical to the government. The DMCs will then be responsible to perform all distribution of the data as required. A master digital copy of all TM data will be maintained at the DMC. An alternative to delivery and maintenance of all data at the DMC may include access to it through the implementation of a Contractor Integrated Technical Information Service.

The DMCs will be linked with other DMCs within the Air Force and also with the DMCs of the other services and DoD agencies. This will allow the free flow of technical information between all the agencies. These ties are essential for the management of such data as EOD, Joint Service Publications, Joint Nuclear Weapons Publications, and Foreign Military Sales Publications.

The DMC will be responsible for the numbering of all new data developed. These new numbers will be requested by the provided to the developing agency through on-line links. Through the use of a data base, this operation should become totally automatic with only minimal manual intervention at the DMC. Once new numbers are established or old numbers are rescinded, the data base will be updated and forwarded to the NUC and all

account holders. Once a TM number has been identified, any users requiring that TM will electronically identify themselves to the DMCs and MAJCOMs requesting the new data when available.

For new data developed for use in a paper format, the digital data received from the contractor will be forwarded in a digital format to the local GPO for bulk printing when required. The use of traditional master reproduction will not normally be required. When the TO/Tms are ready for shipment, the ADS will provide the capability to notify all users of the data that a change package or revision has been mailed to them. Upon receipt of the data, the ADS will provide a method of acknowledgment of receipt of the shipment thus ensuring that all users have the most current data available. The ADS should automatically track the receipt of the TMS by the subaccounts, and if the data is not received after a preset number of days after shipment, the ADS should notify the DMC managers so tracer action can be initiated. After shipment of the copied has been made, a digital master copy of the TOTM will be forwarded to the servicing base Technical Manual Service Center (TMSC). Change package data, when possible, will be transmitted or forwarded to the TMSC in a digital format for printing and distribution to those users of the data. An data regardless of the medium used for the presentation to the user will be stored digitally at the responsible DMC.

All change requests will be processed through the DMC digitally when possible. Field users of the data will identify any changes to data through the ADS. As the changes are forwarded to the DMC from the TMSC, the change requests will simultaneously be sent to the MAJCOMs for their review and coordination. The change requests will automatically be forwarded to the appropriate content manager and placed in a hold status until approval of the change request is received from the MAJCOM. When approved by the MAJCOM, the content manager will act on that change. If approved, the change will be made to the data and transmitted back to the users when possible. For those change requests disapproved, the reason for disapproval will also be sent back to the MAJCOM and the initiator. Change requests to data maintained by contractors will be forwarded digitally. The goal for all change requests is that the time, from submission by the initiator to receipt of the data by the user, should be no more than 30 days for routine changes, 7 days for urgent changes, and 24 hours for emergency changes. The DMCs will be provided with full CALS compliant authoring capability to develop change packages and new data as required. The MAJCOMs will also be provided with an authoring capability to be able to develop command supplements and checklists. The DMCs will have the capability to convert any existing paper data to digital data for storage or distribution and use as required. Data that has been

converted to a digital format for storage and required for use as paper will follow the printing scenario described previously.

The ADS must have the capability to prepare or provide management reports at all levels of functionality. Types of reports required may be similar to those provided by the current G022 system, however all reports prepared or requested through the joint TM system ADS must be real-time or as near real-time as possible. The ADS shall also be capable of the preparation of ad hoc reports on a real-time basis. This type of report information shall be available or may be requested at all levels of operation of the ADS. These reports or information will normally be displayed digitally, however the capability to print these products must be provided also.

#### 4.1.3.3.3 Technical Manual Service Center (Level 3).

The base Technical Manual Service Center (TMSC) is responsible for the distribution and service to the users at level 4. The TMSC will be responsible for TM service to all local units including those in the vicinity of the base such as reserve units, national guard units, other DoD and government agencies, and other authorized account holders. The TMSC is responsible for the distribution of both digital and paper TMs required at the base. This concept requires that the base will be identified as a single account within the ADS. All other users of TM data at that location will be identified as sub-accounts within the TMSC. These sub-accounts will also be tracked and maintained at the DMC and MAJCOMS.

Paper TMs when printed in bulk will be sent directly to the sub-accounts. Change packages, however, will be sent from the DMC digitally to the TMSC where the capability to print the necessary quantities of changes required at that base will be established. Printed copies will then be distributed to the sub-accounts from the TMSC. Sub-accounts will acknowledge receipt of the data to the TMSC and DMC through an on-line system. A master copy of all data in all accounts on base or serviced by that TMSC will be maintained digitally at the TMSC. This will allow the TMSC to accomplish local reproduction of small requests for manuals or replacements for torn or worn pages.

Users of all digital data will also be service by the TMSC. In this area the TMSC will pass the data to the user system at Level 4. The TMSC will, however, maintain a master copy/file of this data also. This redundancy will allow for the re-creation of the data file at Levels 3 or 4 in case of a major failure at either level. This will ensure survivability of the data bases.

The TMSC will be on-line with the DMCs and to the Level 4

digital presentation systems. This will allow any new or change data received at the TMSC to be passed to those level 4 sub-accounts requiring the information. When changes or new data are received they will be pushed by the TMSC to the respective user systems immediately.

The TMSC will also be provided with a limited authoring capability. This will allow local organizations to develop and publish local checklists or workcards as required.

#### 4.1.3.3.4 Sub-Accounts (Level 4).

These sub-accounts will belong to the major tenants of the base and area serviced by the TMSC. They will be tied through on-line connections to the TMSC, DMCS, MAJCOMS, and other local sub-accounts to allow the flow of management information and TM data as applicable. The joint TM system ADS must interface with new and emerging user systems to allow the flow of information. These USAF systems include but are not limited to the following: B-2 ITDS, F-22 AIMS, LANTIRN and J-STARS CBTOS, F-16 CDM, and the C-17 G-File. For those TM sub-accounts who do not have user systems, the ADS must interface with or work on standard base level computer systems or standard desktop systems.

Automation of improvement requests, account establishment, TM/TO ordering, account maintenance, and inventory control are a few of the services what will be provided to all USAF Level 4 organizations. The goal for this level is to have a totally paperless management system in place as part of the joint TM system ADS.

#### 4.1.3.3.5 User Level (Level 5).

For the foreseeable future, the USAF TO/TM users will continue to have a mix of paper and digital data in their work areas. These users will be provided access to the joint TM system ADS through workstation or terminals at various locations around the Level 4 organizations. All management products or other data made available to the Level 5 user must be developed with only minimal training required for operation of the system.

### 4.2 Specific Performance Requirements.

This section describes specific performance requirements upon which the ADS design is to be based. These requirements must be met in order for the ADS to accomplish its intended purpose and carry out the necessary functions for the end user. Basic performance characteristics are:

- a. The ADS will be capable of operating on a prolonged



basis. The ADS will be designed to permit the shut-down of non-critical subsystems for maintenance while other subsystems, particularly critical subsystems, continue operations. A critical subsystem is defined as any subsystem, which, if inoperative, renders the ADS unserviceable to the users. A non-critical subsystem is defined as any subsystem, which, if inoperative, is transparent to the user.

The ADS readiness goals are applicable to a single site and are depicted in Table 4-4, Specific Readiness Measures. These readiness goals include the hardware and/or software that make up the system or subsystem.

b. The ADS hardware and software must be able to provide the required TM data to its users under all operational conditions (peacetime, wartime, contingencies, etc.); therefore, it must have a very high degree of survivability. Survivability will be provided through:

(1) system backup - the ability to have another suite of hardware and software assume the required system functions in the event of a failure;

(2) redundancy - the ability to assume specific system functions in the event of a subsystem failure by like subsystems within the suite of hardware and software; or

(3) alternate networking support - the ability to have multiple communication paths available to support the interactivity of the overall system in the event that a single path fails.

#### 4.2.1 Accuracy and Validity.

##### 4.2.1.1 Calculations.

Mathematical calculations must be accurate to a precision of two decimal digits or to the level of the input data used, whichever is greater. Other precision requirements must be as specified by individual functions when different from this general requirement.

## Section 4

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### i. Availability

Peacetime	Uptime Ration (UTR)	97.9%	Total Operating Hours
Wartime	Same		<u>Total Downtime Hours</u>
			$\times 100$
			Possessed Time

### ii. Reliability

Mission	Meantime Between Critical Failure (MTBCF)	5000 hours	<u>Number of Operating Hours</u>
			Number of Critical Failure
Logistics	Meantime Between Maintenance (MTBM)	4300 hours	<u>Number of Operating Hours</u>
			Number of Maintenance Events

### iii. Maintainability

Repair Time	Mean Downtime (MDT)	4 hours	<u>Downtime Hours</u>
			Downing Events

Includes maintenance and supply delays, and actual on-equipment repair

#### NOTE:

UTR = the percentage of time that the ADS hardware and software is able to satisfy mission demand at any one site.

MTBCF = the average time between failure of ADS mission-essential system functions at any one site.

MTBM = the average time between maintenance events on ADS equipment regardless of criticality of the event's impact on the mission.

MDT = the average elapsed time between the loss of ADS hardware and software restoration to satisfy mission demands any one site.

#### 4.2.1.2 Rounding.

Standard rounding must be used in all multiplication and division operations. Intermediate values shall be accurate to at least one more digit of precision than is required in the final result. Final results shall be rounded to the specified precision requirement.

#### 4.2.1.3 Duplication/Verification/Edits.

Input data to the data base shall be verified to preclude duplication of data already available. All input data to the data base shall be verified by individual element to ensure that appropriate alphabetic, numeric, or alphanumeric data is contained in each field. Data will be edited at the input device for technical data integrity through basic format checks.

4.2.1.4 Transmission.

Transmissions will be no less accurate than allowed by the communications, network supporting the transmission.

4.2.1.5 Bulk Data.

Bulk data transmission shall be verified through comparison of transmitted and received record counts.

4.2.2 Timing.

AR timing requirements in this paragraph are for the system supporting its maximum expected number of users at the same time. Timing requirements are for "direct connect" mode; communications time, if applicable, is excluded from the requirements. The time shall be measured from the receipt by the system of the last input character to the output of the first character on a terminal or other output device.

4.2.2.1 Processing Precedence.

The normal system precedence for processing shall be:

- a. On-line transaction processing.
- b. On-line data retrieval.
- c. Batch process data base update.
- d. Interface input file processing.
- e. Background data retrieval.
- f. Output interface file generation.

4.2.2.2 On-Line Processing.

On-line processing will include:

a. Transaction data shall be processed upon receipt. Transaction queuing is permissible under peak load conditions as long as required response times are met.

b. Flow control within communications protocol interfaces must be established to prevent the loss of transaction data.

c. Updates to the data base which require a single data base access shall require not more than three seconds to complete after receipt of input.

d. Response time for inquiries which require a single data base access shall not be more than three seconds.

e. Response time for inquiries which require two to ten data base accesses shall not be more than five seconds.

f. Response time for inquiries which require 11 to 100 data base accesses shall not be more than ten seconds.

g. Response time to mass inquiries, including ad hoc queries, which require more than 1000 data base accesses, and which are initiated for terminal output, shall not be more than:

(1) One minute for up to 1,000 data base accesses.

(2) Two minutes for 1,001 up to 5,000 data base accesses.

h. Mass inquiries, including ad hoc queries, which require terminal output and involve more than 5,000 data base accesses, shall normally be handled as background processes. Users shall be notified of delayed output, including an estimate of the time required, within 15 seconds of initiating such an inquiry, and the output shall be available within but not more than one hour. Users shall be given the following options:

(1) Continue inquiry as specified.

(2) Modify the inquiry request (prior to start of data retrieval); i.e., capability to adjust query parameters, capability to queue processing with notification when transaction is completed.

(3) Cancel the inquiry request any time before it is completed.

Inquiries for published output shall normally be handled as a background process. The hardcopy published product shall be available within not more than two hours of the terminal request. Users shall be notified of the estimated time required to process the request (exclusive of publishing time) within 15 seconds of initiating such an inquiry. Users shall be given the following options before the data retrieval phase of the inquiry is started:

(1) Continue inquiry as specified.

(2) Modify the inquiry request (prior to start of data retrieval); i.e., capability to adjust query parameters,

capability to queue processing with notification when transaction is completed.

(3) Cancel the inquiry request at any time before it is completed.

j. On-line functions shall be transaction-oriented and shall be independent of all other on-line functions. Sequential processing relationships are not applicable.

k. On-line processing priorities shall be established by user category (based on log-on identification) and transaction identification. Processing priorities shall be modifiable, as required, to optimize overall system response and throughput time, and to accommodate peak traffic loads.

l. The system will operate continuously in the on-line mode, but will have the capability to process bulk transaction file input and output in a background mode.

#### 4.2.2.3 Background Processing.

Background processing will include:

a. Background processing shall normally be lower in precedence than on-line processing. The system shall provide the capability to selectively assign a higher precedence to critical background processing jobs when necessary.

b. Updates to the data base which result from background file input shall be processed one transaction at a time and within the timing requirements established for on-line transactions.

c. Background functions shall be independent of normal daily routine activities. Background functions may require sequential processing when the work units are saturated.

d. When transactions containing errors are encountered in the background mode, the transaction will not be applied. A notice that transaction errors which require correction shall also be generated and stored within the system. An error notification message shall be displayed on a terminal each time the responsible user logs on to the system until the errors have been resolved. The system shall also provide on-line access to the error transactions for correction and resubmission.

e. Response times for retrieval of off-line historical data shall not be more than fifteen minutes.

4.2.3 Capacity Limits.

Capacity limits will include:

a. The hardware/software required to support the system will be sized to support a 100% increase in transaction volume at FOC to accommodate wartime and contingency surges.

b. Capability will be provided for modular expansion of data, software and hardware to accommodate growth with minimal disruption to system operation for major hardware or software upgrades.

c. The 100% increase in transaction volume will not degrade system timing.

4.2.4 Storage Capacity.

Storage capacity will include:

a. The system storage capacity will be large enough to contain all the existing TM data required at each level with a 100% reserve.

b. On-line processing must have at least a 50% reserve memory.

c. Process timing of the ADS will not be degraded by use of reserve storage and memory.

4.2.5 Growth.

The system will have the capability to grow to meet the future needs of the DoD. Growth of digital data is estimated at 10% per year for the life cycle of the ADS. The system will provide the capability for system configuration changes required to handle increased data and work loads, as well as provide the mechanisms for system expansion.

4.3 System Functions.

The ADS must provide support for accomplishing the functions and associated processes described in Section 2.4 and 3.2. This section further details these support requirements by identifying the capabilities of the various ADS service subsystem elements that will be needed. Each ADS support service subsystem may be employed as a single entity or in combination with other ADS support service subsystems to perform the required tasks. These tasks include, but are not limited to:

a. Acceptance of digital data in a Computer-aided Acquisition and Logistics Support (CALS) compliant format from sources internal and external to the government.

b. Document authoring/editing for page based and IETM.

c. Graphics authoring/editing for page based and IETM.

d. Screen/view entry/editing;

e. Coordination;

f. Approval;

g. Audit trail;

h. Cross referencing;

i. Report/data product generation (fixed and ad hoc);

j. Scheduling;

k. Analysis;

l. Message authoring/editing;

m. Material management;

n. Training;

o. File transfer, and

p. Data conversion capability.

The ADS support service subsystems are divided into three categories:

1) Data Management System (DMS); 2) Media Reproduction (MED); and 3) Communications (COMM) Network. Each provides a specific set of support functions to the ADS and its operators and users. A user is any person who is authorized access to the ADS and has authorized access to that data for which a need to know exists. Data will be secured from access when proper authorization is not verified. The data available is considered as text and graphics.

Users will fall into two categories: on-line and off-line. On-line refers to those users with the capability [direct connect, Local Area Network (LAN), modem, etc.] to access the ADS. Off-line refers to those users without a capability to access the ADS.

#### 4.3.1 Data Management System (DMS).

The DMS will provide on-line users with the capability to add, change, delete, publish, retrieve and store TMs, TM policy and guidance (regulations, manuals, TOs, pamphlets, etc.), TM indexes and TM specifications and standards in the ADS. On-line process will be available directly through the ADS and its associated equipment (including PCs acquired through DoD standard requirement contracts). The DMS will be capable of providing predetermined data entry and output formats to the user, The user will be capable of selecting a format as required for the job application at hand.

The DMS will have the on-line capability to automatically add, assemble, audit, change, compare, delete, display, generate, identify, publish, retrieve, and store data within the system. This function will be associated with general TM management functions performed during the acquisition, maintenance, storage, and distribution of TMs.

The DMS will provide the on-line capability to track the flow and status of data transactions accomplished by users on the ADS. This information will provide the required audit trails needed by management to determine efficiencies and problem areas in the TM environment.

The ADS will provide the capability to furnish hardcopy output of material for distribution to users without on-line access. Support to these off-line users will be provided through their assigned distribution organization.

#### 4.3.2 Media Reproduction (MED).

The MED capability will provide the on-line user the ability to transfer data, digitize, scan, and publish TMs and TM management data.

Off-line processing will be supported by ADS compatible software provided for use on DoD standard PCs. The MED software will allow users to locally digitize, publish, and store data and to submit/receive data to/from the ADS using magnetic and optical media. The software will also allow PC data to be transferred to/from the ADS through electronic communications or directly from magnetic media.

#### 4.3.3 Communications (COMM) Network.

The Communications (COMM) Network will provide the on-line capability to transmit data to or receive data from users with access to the system. Inter-site and intra-site communications



will be provided for the management and maintenance of TMs. The COMM capability will provide the required interaction between users and levels to allow the daily activities of the TM environment to operate.

a. On-Line. On-line refers to those users with the capability [direct connect, Local Area Network (LAN), modem, etc.] to access the ADS.

b. Off-Line. Off-line refers to those users without a capability to access the ADS.

#### 4.3.4 Frequency.

Frequency is a measure of the minimum number of times an ADS process is expected to be executed. In order of frequency the ADS frequency categories are:

a. As-Required: processes are expected to occur throughout the day.

b. Daily: processes are expected to occur at least once a day.

c. Monthly: processes are expected to occur only on a monthly basis.

Note that the most frequent case is always stated. If, for example, execution of an ADS process is expected to average several times a day for several days a month, the process is assigned an as-required frequency.

These expected frequencies apply only to normal processing workloads since all ADS processes and associated computer resources must satisfy Peak or surge workloads described elsewhere in this FD.

#### 4.4 ADS Functional Support Profiles.

This section identifies the ADS processes associated with the six key functions in the TM system. The processes described here correlate to the Process Flow Charts in Section 3.2. (Note: only those processes that are activities to be automated, i.e., represented by shaded square illustrations, are described.) The relationships between requirements, organizational entities, tasks performed by functional groups and the levels of aggregation of capabilities are described. In addition, the frequency and the principal ADS support subsystem used to provide the required level of support for the task are described. The level indicated for each task associates the ADS module employed

with the descriptions of functionality provided in Sections 4.1.3.1 through 4.1.3.3, Organization/ADS Relationship.

Special note should be made that the Departments of the Army and Navy currently consolidate all Manage, Stock, and Distribute activities for all types of departmental publications. The Army and Navy have taken the position that this Functional Description (FD) must reflect this method of operation. The Army and Navy intend to use all functions (management, acquisition, improvement, storage, publication and distribution) for all publications to include administrative publications and forms, training and doctrinal publications, technical publications, and Command and Agency publications. Therefore, all references to TMs within this FD should be read to mean all Army and Navy publications.

#### 4.4.1 Manage TM System (A1).

##### 4.4.1.1 Manage Policy & Guidance (A11).

The ADS which supports the system will provide automated support for the following processes:

a. Prepare Recommended Action. This process requires the support of the ADS to prepare, change or modify current TM system policy and guidance, TM specifications and standards, and all other program references identified in Section 1.2. The recommended action is developed from the analysis of the information provided by the TM system requirements, TM program management requirements, TM policy requirements, DoD policy and guidance, public law, and the TM improvement system status reports. A determination is then made as to whether or not the TM management working group review is required. The ADS must be able to provide schedules, changes and recommendations electronically and in hardcopy media to reviewers and management as required.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1
2. Frequency: As Required
3. ADS Support Services: DMS, MED

b. Distribute to TM Management Working Group. This process requires support of the ADS to forward the prepared recommended action to the TM Management Working Group members for their review.

1. Level: Army 1; Navy: 1; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Services: DMS, COMM

c. Prepare TM Policy Development Schedules and Changes. This process requires the support of the ADS in developing schedules and changes to those schedules in preparation of TM policy development. The schedule will be capable of being updated through the ADS.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Services: DMS, MED, COMM

d. Prepare and Submit TM Policy and Guidance Requirements and TMSS Requirements. This process requires support of the ADS in preparation of requirements for TM policy, guidance, specifications and standards. The ADS must support electronic submission of these requirements by Offices of Primary Responsibility (OPRS) located at any level in the TM infrastructure.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Services: DMS, MED, COMM

e. Notify Submitter. This process requires that the submitted be kept informed of the status of suggested changes to policy or guidance. To accomplish this task, the ADS must provide the capability for status to be transmitted to the submitting person/organization. The notification data must be stored for retrieval and review.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1,2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

f. Deliver to the OPR. Once the recommendation has been reviewed and approved, the ADS must be capable of forwarding the recommendation to the OPR for the development of the actual change or modification. When a policy change is to a TM, the change process will be accomplished by forwarding new TM policy requirements to the acquisition functional area or as a TM policy change to the improvement area. The data that must be stored includes the assigned action and suspense tracking of the action item. The data must be able to distinguish the type of document and the identification of the OPR. The recipient must be notified that a "recommendation" has been received.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, MED, COMM

g. Draft Amendment. This process requires support of the ADS to modify TM policy, procedures, specifications and standards documents. The draft must be produced in hardcopy for review and coordination by management who do not have access to the ADS. The draft modification or new document must be stored in the ADS data base.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

h. Coordinate Amendment. This process requires support of the ADS in the coordination of a policy or guidance modification. The ADS must allow the modification to be forwarded on-line to management and users for review, comment, and coordination. On-line management and users must be able to review the documents, prepare comments, and provide electronic signature with approvals through the ADS. Tagging of the comments must be such that the comments are attributable to an organization/person. Those parties not on-line must provide review and coordination through normal distribution.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: COMM, DMS, MED

Receive Comments. This process requires support of the ADS to receive comments from the on-line reviews and consolidate them for review and action by the OPR. Complete reviews and statements of coordination must be routed from the reviewer to the OPR through the ADS and its supporting communications systems. The ADS must store the review comments and/or coordinations for access by the OPR. Hardcopy comments or statements of coordination received must be digitized and stored in the data base. The ADS must notify the recipient that comments have been received.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: COMM, DMS, MED

j. Incorporate Valid Comments. This process requires support of the ADS to assist in the edit of policy and guidance draft modifications or documents with the comments received. Once the draft is finalized through the use of the ADS, it must be made available for approval through the production of a hardcopy for management

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required

3. ADS Support Service: DMS

k. Forward TM Policy and Guidance Draft This process requires support of the ADS to forward on-line a copy of the draft TM policy and guidance to the appropriate TM management working group for their review and approval. If review is not required by the TM management working group, the draft is finalized and sent to publication.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, MED, COMM

l. Prepare Comments on Draft Policy and Guidance. This process requires the support of the ADS to enable the TM working group to prepare, and forward review comments on the draft policy and guidance. The ADS must support storage of comments on-line and automatic forwarding to the OPR drafting the amendment through provision of review comment submission capabilities on ADS components and by scanning those comments submitted through normal (paper) distribution. The comments must be attributable to the specific person/ organizations making them.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, MED, COMM

m. Send to Publication. This process requires support of the ADS to transmit the final approved draft TM policy and guidance for reproduction and distribution. The ADS must route the final document to the appropriate publishing system and provide reproduction instructions required to complete the publishing and distribution functions to publish TM policy and guidance.

1. Level: Army: 1, 1; Navy: 1,2; Air Force 1,2
2. Frequency: As Required
3. ADS Support Service: COMM, MED

n. Assign Control Number. This process requires support of the ADS to identify or assign a control number for the new policy or guidance document required. The ADS must have the capability to determine the regulation/instruction number, Technical Manual Specifications and Standards (TMSS), or Military Standard (MIL-STD) number of an existing document when applicable. Regulation and MIL-STD numbers are assigned outside of the system.

1. Level: Army: 1,2; Navy: 1,2; Air Force: 1,2
2. Frequency: As Required

3. ADS Support Services: DMS

o. Draft Document. This process requires the support of the ADS in drafting on-line the new TMSS, regulation/instruction, or manual. The ADS must align the task of drafting the document with the TM policy development schedules in the data base.

1. Level: Army: 1,2; Navy: 1,2; Air Force: 1,2
2. Frequency: As Required
3. ADS Support Services: DMS

p. Coordinate Document. This process requires the support of the ADS to enable coordinating activities to have on-line access to the draft document for approval. Upon Completion of the coordination the ADS must be able to forward the draft document for review and approval by the TM Working Group. The ADS must also support collection of coordination comments submitted through normal (paper) distribution channels and digitizing them for entry into the appropriate ADS data base.

1. Level: Army: 1,2; Navy: 1,2; Air Force: 1,2
2. Frequency: As Required
3. ADS Support Services: DMS, COMM, MED

4.4.1.2 Provide Program Support (A12)

The ADS which support the system must provide automated support for the following processes:

a. Determine Type Support. This process requires support of the ADS to assist in the identification of the type of support required in the management of the TM system. Information provided to assist in this determination includes TM program management requirements, TM policy and guidance, and DoD policy and guidance. Based on a set of predetermined guidelines and criteria, the ADS must be able to identify the area of support required, including funding, management and organization. When the user enters organization specific identifiers associated with the problem to be resolved, the ADS must provide a recommended course of action in high-level terms.

Based on the recommended action and OPR information stored, the operator must have the capability to assign the action to the appropriate support OPR.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2, 3,4
2. Frequency: As Required
3. ADS Support Service: DMS

b. Compare to Funded Requirements. This process requires support of the ADS to assist in the development and control of funding required to support the TM system. When the TM system support requirements involve funding, the ADS must provide, through its data, the existing funded requirements for comparison to any new or future requirements. In addition, the ADS must determine if funds available are adequate or inadequate. New or future requirements must be entered in the system by the OPR.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

c. Develop Budget Requirements. This process requires support of the ADS to assist in the development of budgets for annual system support and special projects or programs. The ADS must provide, from its data, information on costs associated with acquisition, development and maintenance of TMs policy and guidance regulations, directives, TMSS, and other documents connected with the management of technical information. This information, when compared to known requirements stored in the system, must provide the data required to prepare budgets for operation and maintenance of the TM system. It must also support the development of the budgets for the acquisition of new TMs. Formats for budgetary documents must be stored in the ADS to be used to prepare budget packages required by the comptroller for annual submittals.

1. Level: Army: 1, 2, 3; Navy: 1, 2, 3; Air Force: 1, 2, 3
2. Frequency: As Required
3. ADS Support Service: DMS

d. Submit Budget. This process requires support of the ADS to assist in the submission of budget packages. The ADS must prepare hardcopies of budget packages with distribution labels. Final budget packages must be distributed manually to the comptroller for action. Budget information required by on-line users must be available in the ADS data for review.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

e. Issue Funds. This process requires support of the ADS to provide system users notification of funding authorizations.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2, 3
2. Frequency: As Required

3. ADS Support Service: COMM

f. Prepare Funds Level Report. This process requires support of the ADS to prepare the funds level report when funds have been issued in support of the requirement for TMs, policy and guidance regulations, directives, TMSS or other policy direction.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

4.4.1.3 Control Publication Numbering and Indexes (A13)

The ADS which supports the system must provide automated support for the following processes:

a. Validate Publication Numbering Request. This process requires support of the ADS to assist in the validation of a request for a publication number per a publication numbering request, request to rescind TM and data found in the rescinded TM review list reply. The ADS must allow a request for a publication number to be received from all authorized users. Requests must be routed to the appropriate OPR for evaluation. Requests received in hardcopy must be input to the ADS by converting to digital format. The requests will be loaded on the ADS as publication number data.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

b. Update Status Data. This process requires that the requester of a publication number be kept informed of the status of the request. To accomplish this task, the ADS must support on-line queries of the status of the request. In the event that the ADS is not directly available to a user, notification must be made with hardcopy.

1. Level: Army: 1, 2; Navy: 1; Air Force: 1
2. Frequency: As Required
3. ADS Support Service: COMM, DMS

c. Determine Type of Publication Numbering Request. This process requires support of the ADS to determine the type of request received (i.e., new publication, revised publication, rescind publication number, or cancel/renumber publication) and compare the request to the received publication schedule information for accuracy. The ADS must contain the process flow required for each of the various request types. Throughout the



process flow, the ADS must be able to prompt the OPR for an action.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

d. Validate Request. This process requires support of the ADS to assist in the validation of a publication number cancellation request. The ADS must compare the publication number request for cancellation to those publication numbers stored as publication number data. The comparison must identify the users of the TM, determine the active/inactive status of the weapon system, equipment item or occupational field involved, and any previous actions to cancel or renumber the technical document or related technical documents. The OPR must be provided the results of the information via the status data to initiate the appropriate action.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

e. Delete Number from Publication Number Data. This process requires the support of the ADS to remove a publication number from data stored on the ADS upon cancellation of the publication number. The ADS software must cancel the number and store the number to be recorded on an updated TM Index.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

f. Renumber TM IAW Publication Number Data. This process requires the support of the ADS to assign a new number to a TM when requested. The ADS software must maintain a record of the old number with a cross-reference to the new number which has been assigned to the TM so that each number may be traced when required by users of the system.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

g. Coordinate Rescind Request. This process requires support of the ADS to initiate and conduct the coordination of a request to rescind a TM. The request is forwarded for coordination. If the request must be reviewed by management without access to the ADS, it must be distributed in hardcopy through normal distribution. The OPR must review the list of

proposed coordinators furnished by the ADS before the packages are distributed. Changes must be initiated by the OPR and a corrected distribution list generated. Responses to the coordination must be received and stored in the ADS for review and analysis by the OPR. The OPR must be notified when responses are received. Based upon analysis, which includes the account reconciliation data, the OPR must initiate action to stop the rescission, totally rescind the TM or specifically identify the TM for use only by active service and/or National Guard, and/or Army Reserve components and/or SAP and/or "other". The ADS must then automatically generate updates to the appropriate index and related publishing schedule information and data bases. For these applications, the number must be retained in the index and the status information must reflect the level of rescission, e.g., rescinded for active use, rescinded for all but SAP, etc. For Air Force applications, the ADS must automatically generate an interface to the SATODS (WO02) to provide all management information related to TMs rescinded for Air Force but retained for SAP. If the rescission category "other" is used, the index must provide a reference to explain the nature of the rescission.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2, 3, 4, 5
2. Frequency: As Require
3. ADS Support Service: COMM, DMS

h. Rescind Publication Number. This process requires support of the ADS to complete the process to rescind a publication number by deleting it from the active TM file and placing it in a hold status.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: COMM, DMS

i. Hold in History File. This process requires support of the ADS to maintain a history file of all rescinded TM stock numbers, TM numbers, TM titles, and rescission dates, and in the preparation of a rescinded TM review list.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

j. Prepare Rescinded TM Review List. This process requires support of the ADS to prepare a Rescinded TM Review List and forward that list for review and feedback.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1,2
2. Frequency: As Required

### 3. ADS Support Service: DMS, COMM

k. Retain for Security Assistance Programs (SAP). This process requires support of the ADS to assist in the identification of a publication number that can be rescinded for all users except SAP. The ADS must be able to identify in the publication number data those TMs that are for SAP use only. Upon coordination, review and approval by the appropriate OPR, a TM will be designated as rescinded for specified categories of use. Once the rescission code has been assigned, the ADS must automatically generate updates to the appropriate TM index and related publishing schedule information and data bases. For these Army and Navy applications, the publication number must be retained in the index and the status information must reflect the level of rescission, e.g., rescinded for active use, rescinded for all but SAP, etc. If the rescission category "other" is used, the index must provide a reference to explain the nature of the rescission.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

1. SAP Authorized TM (Rescind for all others). This process requires support of the ADS in coding TMs that are retained for SAP use only. These TMs must be identified by the software that they are to be issued to SAP accounts only and are rescinded from the TM index for any other use.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

m. Update Publication Number Data. This process requires support of the ADS to keep publication number data current after any action to rescind, reinstate, cancel, renumber or assign the numbers. The publication number data must be updated and incorporated in the updated TM index as part of the new TM index as actions occur and data transferred to the history file by the software as appropriate.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

n. Determine Category, System, Equipment, Series and Subseries. This process requires support of the ADS to assist in the generation of new TM numbers. The ADS must initiate the process to assign a new publication number when the appropriate request is received. Based on the data contained in the request,

the ADS must edit the request to ensure the correct criteria needed to assign a now TM number is available.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

o. Determine if Single or Block of Numbers Required. This process requires support of the ADS to determine when a new publication number is to be assigned. The ADS will assist in determining whether the number is to be assigned from a block of predetermined numbers or if it is assigned solely on the basis of the type of TM.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

p. Assign Block of Numbers. This process requires ADS support to enable a block Of predetermined numbers to be retained in the data base and assigned automatically to the number requests filling predetermined criteria for a block of numbers.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

q. Get Number from History File. This process requires support of the ADS to automatically retrieve a publication number from the history file upon processing a request to reinstate a publication number. The requested number and all associated information with that number must be produced upon demand.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force- 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

r. Assign Number/Reinstate. This process requires the support of the ADS to determine if a new publication number is to be assigned or an old number reinstated from the historical files. The information defined from the review of the request must be edited by the ADS software to identify a publication number.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

s. Create Publication Schedule. This process requires support of the ADS in creation of a new or updated publication

schedule after any type of Publication Number Request has been processed. The publication schedule must be able to reflect advanced dates to match whatever schedules the user may require. When completed, the consolidated publication schedule is forwarded to the users.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

#### 4.4.1.4 Manage TM Repository (A14)

The ADS which supports the system must provide automated support for the following processes:

a. Assign Storage Location. This process requires support of the ADS to assign the location identifier to a TM received from the publishing facility for storage in a repository. TMs received by a repository for storage may include digital or paper format TMs. These TMs must be filed and their storage location recorded on the data base.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

b. Update Inventory Files for Reference. This process requires support of the ADS to update the data to indicate the location of a TM in a repository. The location assigned to a TM by the ADS must be stored as repository data for retrieval and use by the OPR.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

c. Inventory File of TMs in Repository. This process requires support of the ADS in maintaining accurate records of TMs stored in the repository. The software must compare and update data received from the Rescinded TM Review List, Updated TM Index and other data including the TM Index affecting TMs stored in the repository. The ADS, as part of this support, shall also maintain configuration and version control functions for both physical media and digital technical data. When the ADS has completed its compare actions, TMs are removed accordingly and archived or disposed of appropriately, and an Updated TM Repository Index is produced and forwarded.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required

3. ADS Support Service: DMS, COMM

d. Review Rescinded TM Review List. This process requires the support of the ADS to support the responsible OPR in coordinating a rescission action by collecting, reviewing, and routing recommendations that a TM be rescinded with responsible proponents such as OPRs for SAP, National Guard, Army Reserve, and Active applications, for their recommendation(s) and coordination. Once the recommendations and coordination are completed, the ADS must route them automatically to the responsible OPR for final action. Upon final action, the ADS must then compile the rescissions and forward them electronically to: 1) the responsible OPRs for publishing the applicable indexes; 2) to the managers of the applicable repository(ies); and 3) to the corresponding proponents.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: COMM, DMS

e. Prepare Reply. This process requires support of the ADS in preparing a reply from the compiled review comments for the rescinded review list. After the reply list is prepared it must be forwarded to users as the Rescinded TM Review List (Reply).

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

f. Determine Location of TM in Repository. This process requires support of the ADS to determine the location of a TM in a repository when a request for a rescinded/active TM is received. The assigned storage location of a TM must be accessible from repository data when requested by an authorized user.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

g. Retrieve Copy of Rescinded/Active TM. This process requires support of the ADS to assist in the retrieval of a TM from the filed location. The ADS must be able to provide the OPR with a publication out of the location from the repository data and a work request to pull the TM from the files.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: MED, DMS

h. Reproduce Rescinded/Active TM. This process requires support of the ADS to reproduce the rescinded or active TM to fill a request for a copy of the document. The ADS must have the capability to provide a hardcopy or a copy in digital media, and must prepare a reproduction package.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: COMM, DMS, MED

i. Distribute Copy of Rescinded/Active TM to Requester. This process requires support of the ADS to assist in the distribution of a rescinded/active TM to a requester. The ADS must have the capability to distribute the TM in digital format on-line, and prepare the appropriate distribution package for TMs that cannot be delivered on-line or that must be in a paper format.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2, 3
2. Frequency: As Required
3. ADS Support Service: COMM, DMS, MED

#### 4.4.2 Acquire TMs (A2)

##### 4.4.2.1 Develop Planning Documents for TM Acquisition (A21).

The ADS which supports the system will provide automated support for the following processes:

a. Review Tasking Documents for TM Requirements Identification. This process requires support of the ADS to assist in the review of various documentation related to the tasking of development of a weapon system or naval/occupational standards to determine TM requirements. Tasking documents and TM acquisition reference documents will be loaded into the system for review on line. Specific requirements related to TMs will be noted in the system and held for development of the specific TM requirements.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

b. Draft Requirements for TMs. This process requires support of the ADS to assist in the preparation of requirements statements. After receiving, loading and reviewing the tasking documents, the requirements statements will be drafted with the word processing capability of the ADS. Completed drafts will be stored as acquisition data for use in the acquisition process and hardcopy must be produced when necessary.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

c. Establish Requirements Review Meeting/Conference/Schedules. This process requires support of the ADS to assist in the scheduling of TM planning requirements conferences and other meetings, conferences, and schedule reviews as part of Requirements Reviews needed to complete the acquisition of TMs. Schedules developed will be coordinated and distributed to selected users involved in the acquisition process.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

d. Coordinate Requirements for Comment and Review. This process requires support of the ADS to assist in the coordination of requirements statements and the issuance of data calls. Requirements statements prepared on the ADS and stored as acquisition data must be forwarded to management and users for review and coordination. Comments by the reviewers must be stored in the ADS and be attributable to a person/organization that submitted them. Reviewers that do not have access to the ADS must be provided hardcopy produced by the ADS publish capability. Comments returned in hardcopy must be digitized and stored in the ADS. Comments returned on digital media will be read directly into the system.

1. Level 1: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: COMM, DMS, MED

e. Incorporate Valid Comments. This process requires support of the ADS to assist in editing the requirements statements and comments on documentation for acquisition planning. The recipient must be notified that comments have been received. The OPR must have the capability to access the comments received and review them on-line. Editing of the draft requirements statement must be accomplished through the word processing capability. Once the draft is approved and finalized using the ADS, it must be made available by producing a hardcopy for management.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS



f. Develop Requirements Documents. This process requires support of the ADS to assist in the preparation of the TM requirements documents from TM acquisition requirements. Preparation of these documents will be accomplished through the use of the word processing capability of the ADS. The requirements documents, tasking documents, and all relevant TMSS documents must be stored as acquisition reference data forming the foundation of the TMs.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

g. Draft CDRL, Verification Plan, TMCR, MOA, SOW Tasks, TMMP. This process requires support of the ADS to assist in the preparation of various requirements planning documents used in the acquisition of TMs. Preparation of the documents will be accomplished through the use of the word processing/data base capability of the ADS. The documents must be stored as acquisition data for review and coordination by management with ADS access. The completed draft must be produced in hardcopy for review and coordination by managers who do not have access to the ADS.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

h. Review and Coordinate. This process requires support of the ADS to establish review schedules and to assist in the review and coordination of the requirements documents. The ADS must allow the requirements documents and associated schedule information to be forwarded to on-line managers and users for review, comment, and coordination. On-line managers and users will review the documents, prepare comments, and provide electronic signature with approvals through the ADS. Those parties not on-line will provide review and coordination through normal distribution. Comments will be digitized and stored in the ADS.

1. Location: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

i. Incorporate Comments. This process requires support of the ADS to assist in editing the requirements documents. Comments will be digitized and stored. The OPR must be notified that comments have been received. The OPR must have the capability to access, track, and aggregate comments received by submitting organization, the comments received and review them.

Changes will be accomplished through the word processing capability. Once the draft is finalized using the ADS, it will be distributed for approval.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

j. Coordinate for Approval. This process requires support of the ADS in the coordination for approval of the requirements documents. The ADS must allow the requirements documents to be forwarded to on-line managers and users for review, comment, coordination and approval/disapproval. On-line managers and users will review the requirements documents and provide electronic signature with approvals through the ADS. Those users not on-Ene will be provided review and coordination through normal distribution. Comments will be digitized and stored in the ADS.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

k. Determine if Documents are Contractual or Acquisition Control. This process requires support of the ADS to assist in categorizing various acquisition documents for contractual use or acquisition control. The ADS will code each document as directed by the operator and file the document in the data base accordingly. If the documents are contractual in nature, after approval, they are forwarded as RFP input.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

l. Incorporate Documents into TM Acquisition Control/Management Plans. This process requires support of the ADS to assist in the assembling and forwarding of the TM acquisition requirements and control documentation into the control and management plans. The ADS must be able to consolidate documents from the acquisition data into a single document package to be used in the management of the TM acquisition process. The ADS must be able to consolidate documents from the acquisition data or data from prior acquisition into a single document package to be used in the management of the TM acquisition process. The management plans' data must be uniquely identified for easy identification by users. These plans (TM Management Plan, TM Verification Plan, and other TM acquisition planning documents) are forwarded for use in the acquisition process.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

4.4.2.2 Control TM Acquisition (A22).

The ADS which supports the system will provide automated support for the following processes:

a. Review TM Requirements Documents. This process requires support of the ADS to assist in the review of the requirements documentation during the acquisition of TMs. The ADS must allow on-line review of documentation such as TM acquisition planning documents, consolidated publication schedule, meeting/conference/schedule requirements, and Technical Manual Specifications and Standards TMSS) through access to the acquisition data by authorized on-line users.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

b. Determine if Documents have been Reviewed and Approved. This process requires support of the ADS to indicate to the reviewer or user the formal status (approved or disapproved) of any requirements documentation and publication schedule information.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

c. Review Draft Documents for Completeness. This process requires support of the ADS to assist in the review and coordination of the requirements documents. The ADS must allow the requirement documents to be forwarded on-line to managers and users for review, comments, and coordination. On-line managers and users will review the documents, prepare comments and provide electronic signature with approvals through the ADS. Those users not on-line must review and coordinate through normal distribution.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

d. Prepare Comments on Documents. This process requires support of the ADS to assist in the preparation of comments on documents that have been reviewed. The OPR who reviews any documentation must be able to draft comments on the document with the word processing capability of the ADS. The comments must be

attributable to a specific person/organization and be able to be transmitted on-line to the preparing activity of the document.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As required
3. ADS Support Service: DMS

e. Review Comments for Completeness. This process requires support of the ADS to assist in the review of the comments on documents. Comments that have been generated and coordinated must be annotated for approval through the capabilities of the ADS. The comments must be finalized, approved, and authenticated by electronic signature. Comments that have been authenticated must be entered as acquisition data and forwarded to the document's OPR.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

f. Distribute Planning Documents for Use. This process requires support of the ADS to assist in the distribution of the TM Acquisition planning documents CM Management Plan, TM Verification Plan). The ADS will store the documents in the data base and allow on-line users involved in the acquisition process access in managing the TM development. Users without on-line access will receive their copies through normal distribution.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

g. Review Request for New TM Policy Requirements. This process will require support of the ADS to assist in the review of new policy requirements to be published as a process/procedures publication. New requirements will be entered into the data base and reviewed by the TM acquisition managers designated OPR. The requirements will be reviewed on-line.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS

h. Prepare Comments. This process will require support of the ADS to assist in commenting on and approval of the new policy requirement for use by the developer. The system OPR for the process/procedure publication will generate comments/notes on the new requirement directly on-line and forward them to the developer as Comments on Documentation for TM Acquisition Planning. 'Me comments must be attributable to a specific

person/organization and be able to be transmitted on-line to the preparing activity of the publication.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

i. Review Documentation for TM Development. This process requires support of the ADS to assist in the review of TM development plans prepared by the developers. TM development plans prepared by developers (contractor) must be loaded into the ADS. Developers with an on-line capability will transmit development plans electronically. Development plans will be reviewed by a) data retrieval from the acquisition data; b) information display for review, and c) analysis of the information.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: COMM

j. Determine if Document has been Reviewed/Approved. This process requires support of the ADS to indicate to a reviewer or user the formal status (approved or disapproved) of any documentation called up for display from the acquisition data. After approval, publication schedule information is forwarded for planning purposes.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

k. Review Draft Document for Completeness. This process requires support of the ADS to assist in the review and coordination of the requirements documents. The ADS must allow the requirements documents to be forwarded on-line for display to managers and users for review, comment, and coordination. On-line managers and users will review the documents, prepare comments, and provide electronic signature with approvals through the ADS. Those who are not on-line must provide review and coordination through normal distribution.

1. Level: Army: 2; Navy: 2; Air Force: 1, 2, 3
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

l. Prepare Comments on Documents. This process requires support of the ADS to assist in the preparation of comments on documents that have been reviewed through the use of the word processing capability of the ADS. The comments must be

attributable to a specific person/organization and be able to be transmitted on-line to the preparing activity of the document.

1. Level: Army: 2; Navy: 2; Air Force: 1, 2, 3
2. Frequency: As Required
3. ADS Support Service: DMS

m. Review for Completeness. This process requires support of the ADS to assist in the review of comments on documents. Comments that have been generated and coordinated must be annotated for approval and forwarded as comments on documentation for TM development through the capabilities of the ADS. The comments must be finalized and authenticated by electronic signature. Comments that have been authenticated must be stored as acquisition data and be forwarded to the OPR.

1. Level: Army: 2; Navy: 2; Air Force: 1, 2, 3
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

n. Determine Types of TMs Required in Acquisition. This process requires support of the ADS to assist in the determination of the TM types required to support the weapon system, equipment or naval/occupational standard which is being acquired. The ADS must contain information on TM source data in the acquisition data that will allow known requirements of the system under acquisition to be compared to requirements of existing systems to determine and prepare a list of TMs that would be required. The OPR must be able to develop this list, and display, accept, reject, or modify the list as required.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

o. Prepare TM Due-in Information. This process requires support of the ADS to assist in the development of TM Due-in Information for use by TM managers. The ADS will compile data on TMs under development and requesting publication numbers into a report format that lists the TM and its projected delivery date as the TM publication schedule information. This data will be transmitted on-line to the appropriate TM managers. Managers without on-line access will receive their data through their local TM library.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: Monthly
3. ADS Support Service: DMS

p. Publication Number Information. This process requires support of the ADS to assist in the generation of information for new publication numbers. Based on the data contained in the request, the ADS must be able to edit the request to ensure the correct criteria was used to allow assignment of the new publication number from the publication number data.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

q. Prepare Request for Publication Number(s). This process requires support of the ADS to prepare a request for a new publication number. The acquisition OPR will initiate the request to assign a publication number on-line from the publication number data.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

r. Review/Coordinate for Completeness. This process requires support of the ADS to assist in the review of the request. Comments that have been generated on the request must be annotated for approval, tagged to the request, and attributable to a person/organization. The request can be finalized and authenticated by electronic signature. The request must be stored as acquisition data and forwarded as a publication number request through the communications system which supports the ADS to the OPR for assigning publication numbers.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

s. Distribute Draft/Preliminary TM for In-Process Review. This process requires support of the ADS to distribute a preliminary TM to management and users for review. As a TM is developed and submitted for In-Process Review, either by commercial or organic means, the ADS must provide the capability to distribute the TM to selected reviewers. Distribution will be in digital media and routed to authorized on-line users. Users without direct access to the ADS will receive hardcopy.

1. Level: Army: 2, 3; Navy: 2, 3; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

t. Perform In-Process Review. This process requires support of the ADS to assist in the In-Process Review. Review

includes content review performed through the ADS to ensure digital format complies with applicable specifications. The ADS will allow authorized on-line users involved in the In-Process Review to display a preliminary TM under development for review. The reviewer must also be notified that a document needs to be reviewed.

1. Level: Army: 2, 5; Navy: 2, 5; Air Force: 2,3,4, 5
2. Frequency: As Required
3. ADS Support Service: DMS

u. Prepare Comments. This process requires support of the ADS to assist in the preparation and forwarding of comments on documents that have been reviewed. The OPR reviewing any documentation must be able to draft comments on the document and relate those comments to a specific document. The comments must also be attributable to a specific person/organization and be able to be transmitted on-line to the preparing activity of the verified TM. Users without on-line access to the ADS will submit hardcopy which will be converted to digital data or keyboard entry within the ADS.

1. Level: Army: 2, 5; Navy: 2, 5; Air Force: 2,3,4, 5
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

v. Distribute Verified TM for Publication Review. This process requires support of the ADS to distribute a verified TM to selected management and users to review prior to formal release and publication. Distribution will be in digital media and forwarded to authorized on-line users. Users without direct access to the ADS will receive hardcopy.

1. Level: Army: 2; Navy: 2; Air Force: 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

w. Perform Pre-Publication Review. This process requires support of the ADS to assist in the review of TMs during the pre-publication review. Review includes content reviews performed through the ADS to ensure digital format complies with applicable specifications.

1. Level: Army: 2; Navy: 2; Air Force: 1, 2, 3, 4, 5
2. Frequency: As Required
3. ADS Support Service: DMS

x. Discrepancies Noted. This process requires support of the ADS to assist in the preparation of comments on document discrepancies that have been reviewed. The OPR reviewing any



documentation must be able to draft comments on the document and relate those comments to a specific document. The comments must also be attributable to a specific person/organization and be able to be transmitted on-line to the preparing activity of the verified TM. Incorporation of changes will be accomplished through the word processing capabilities and finalized. The ADS must then forward the TM for publication in digital media. Users without on-line access to the ADS will submit hardcopy which will be converted to digital data or keyboard entry for use within the ADS.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

y. Review TM Development Plans and Reports. This process requires support of the ADS to assist in the review of TM development plans and reports prepared by the TM developers. TM development plans and reports prepared by developers (contractor or organic) must be stored as acquisition data. Developers with an on-line capability will transmit development plans and reports digitally. Recipients without on-line access will be provided hardcopy. Development plans and reports will be reviewed by the retrieval of data from the acquisition data.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

z. Prepare Comments. This process requires support of the ADS to assist in the preparation of comments on documents that have been reviewed and forward them as TM development feedback. The comments must be attributable to a specific person/organization and be able to be transmitted on-line to the preparing activity of the document. Comments must be attributable to a specific person/organization and tagged to the document. Users without on-line access to the ADS will submit hardcopy which will be converted to digital data or keyboard entry within the ADS.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

aa. Distribute Preliminary TM for Verification. This process requires support of the ADS to distribute a preliminary TM to managers and users to verify in accordance with the TM Verification Plans. The ADS must provide the capability to distribute the TM to selected reviewers for the required verification. Distribution must be in digital media and routed

to on-line users. Users without direct access to the ADS will receive hardcopy. On-line users will be granted access to Preliminary/Draft TMs through the same distribution capabilities used for authenticated/formal TMs. Users without on-line access to the ADS will submit hardcopy which will be converted to digital data or keyboard entry for use within the ADS.

1. Level: Army: 2, 3; Navy: 2, 3; Air Force: 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: COMM, DMS, MED

ab. Determine if Preliminary TM is Ready for Verification. This process requires support of the ADS to indicate to an authorized reviewer or user the status (approved, disapproved, validated, verified) of any Preliminary TM and indicate that it is ready for verification.

1. Level: Army: 2, 3; Navy: 2, 3; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

ac. Determine if Preliminary TM is Verified. This process requires support of the ADS to indicate to an authorized reviewer or user the status (approved, disapproved, validated, verified) of any Preliminary/Draft TM.

1. Level: Army: 2, 3; Navy: 2, 3; Air Force: 2,3,4, 5
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

ad. Verification Team Verifies Preliminary TM IAW Verification Plan. This process requires support of the ADS to assist in the verification of a TM. Review includes content review performed through the ADS to ensure digital format complies with applicable specifications (e.g., MIL-D-IETM DB, MIL-R-28002, MIL-M-GCSFUE, etc.). The users involved in the verification must be able to use Preliminary/Draft TMs and associated acquisition data to verify their content [e.g., MIL-M-38784, MIL-M-63002 (TM), MIL-M-9854, etc.]. The ADS must store all the comments generated during the verification and forward them to the OPR for review and action. On-line users will be granted access to Preliminary/Draft TMs through the same distribution capabilities used to authenticated/formal TMs. Users without on-line access to the ADS will submit hardcopy which will be converted to digital data or keyboard entry for use within the ADS.

1. Level: Army: 2, 3, 5; Navy: 2, 3, 5; Air Force: 2, 3, 4, 5
2. Frequency: As Required

3. ADS Support Service: DMS, COMM, MED

ae. Discrepancies Noted/Comments to Developer. This process requires support of the ADS to assist in the preparation of comments on documents that have been reviewed. The OPR who reviews any documentation must be able to draft comments on the document and attribute them to a person/organization. The comments must be tagged to the document. The authorized OPR must have the capability to access the comments received, review them, and incorporate the changes. Once all comments are incorporated, the TM must be forwarded to a pre-publication review through the ADS.

1. Level: Army: 2, 3, 5; Navy: 2, 3, 5; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MM

4.4.2.3 Develop TMs (A23).

The ADS which supports the system will provide automated support for the following processes:

a. Draft TM. This process requires support of the ADS to assist in the preparation of TMs under acquisition in accordance with authorization documents. Preparation of the TM will be accomplished through the use of the document authoring capability on the ADS. Publication numbers will be received and assigned with the support of the ADS. The complete draft TM must be produced in hardcopy for review and coordination by management who do not have access to the ADS. The draft TM must be stored as acquisition data and forwarded for review and coordination by management with on-line ADS access.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

b. Review Draft for Completeness. This process requires support of the ADS to assist in the review of the draft TM before In-Process Reviews (IPRs) are conducted. The ADS must display the draft TM data, allow for comments to be annotated, the document coded as "IPR Required" or "IPR Not Required," and stored with the TM. Based on the management code, the ADS would route the recommendation to the appropriate nodes for processing. The draft, with comments and changes, must be finalized and authenticated by electronic signature. The draft TM must be available as acquisition data and transmitted to the appropriate OPR. Users without on-line access to the ADS will be provided hardcopy for review.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, CONM, MED

c. Submit Draft Preliminary TM for Validation. This process requires support of the ADS to assist in completing the validation process. The draft TM will be distributed to selected on-line users to be validated IAW approved acquisition plans and procedures. Hardcopy will be provided to selected users without on-line access to the system. On-line distribution will be made to appropriate on-line users.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

d. Validate Preliminary TM IAW TM Development Plans. This process requires support of the ADS to assist in the validation of a preliminary TM. The operator will be capable of calling up a preliminary TM and reviewing it on-line. Review includes content review performed by the ADS to ensure digital data complies with applicable specifications.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

e. Discrepancies Noted and Corrected. This process will require support of the ADS to assist the operator to make notes and correct discrepancies in the preliminary TM. The system will allow the operator to make notes on the TM and corrections. Notes and corrections will be highlighted for information to other reviewers and the OPR. The composite TM will be forwarded to the designated OPR for review and approval. The ADS must store the approved reports as acquisition data for reference. Hardcopy must be prepared for managers and users without access to the ADS. Digital distribution must be accomplished for authorized on-line users. The approved Preliminary TM will be forwarded for verification and preparation of a preliminary or formal TM. The ADS will provide the TM manager with the option of formatting a preliminary or formal TM.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. Support Service: DMS, CONM, MED

f. Review Requirements and Technical Data. This process requires support of the ADS to assist in the determination of the requirements for TMs that must be met in the acquisition phase in accordance with TM acquisition reference documents, TMSS, TM

source data, TM development feedback, and the consolidated publication schedule. The ADS must store all acquisition data which pertains to the requirements for TMs.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

g. Determine if TM Development Plans are Approved. This process requires support of the ADS to indicate to an authorized reviewer or user the final status (approved or disapproved) of any documentation called up for display from the acquisition data.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

h. Developing Agencies Draft TM Development Plans. This process requires support of the ADS to assist in the preparation of draft TM development plans for TMs under acquisition. Preparation of the TM development plans will be accomplished through the ADS word processing capability. The completed draft TM development plans must be produced in hardcopy for review and coordination by those who do not have access to the stored acquisition data as well as forwarded for review and coordination by those with on- line ADS access.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

i. Review TM Development Plans for Completeness. This process requires support of the ADS to assist in the review of the draft TM development plans. Comments that have been generated on the draft TM development plans must be annotated for approval through the capabilities of the ADS. The changes must be finalized and authenticated by electronic signature. The draft TM development plan must be stored as acquisition data and forwarded to the OPR assigned acquisition responsibility for the TM. Users without on-line access to the ADS will submit comments in digital media or hardcopy which will be processed into the ADS and routed to the appropriate OPR for action.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

j. Coordinate for Approval with Acquiring Agency. This process requires support of the ADS to assist in the review and

approval of the TM development plans. Comments that have been generated on the plans must be annotated for approval through the capabilities of the ADS. The plans can be finalized and authenticated by electronic signature. The plans must be stored in the ADS as acquisition data and forwarded to the OPR for assigning publication numbers. Users without on-line access to the ADS will submit comments in hardcopy or digital media which will be processed into the ADS and routed to the appropriate OPR for action.

1. Level: Army, 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

k. Draft TM Development Reports IAW TM Development Plans. This process requires support of the ADS to assist in the preparation of draft TM development reports for TMs under acquisition. Preparation of the TM development reports must be accomplished through the ADS word processing capability. The completed draft TM development reports must be produced in hardcopy for review and coordination by management without access to the ADS. The draft TM development reports must be stored as acquisition data and forwarded for review and coordination by management with ADS access.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

l. Review for Approval. This process requires support of the ADS to assist in the review of the draft TM development reports for approval prior to submittal to the acquisition OPR. Comments that have been generated on the draft TM development reports must be annotated for approval through the capabilities of the ADS. The change can be finalized and authenticated by electronic signature. The draft TM development reports must be stored as acquisition data and forwarded to the OPR assigned acquisition responsibility for the TM through the communication system supporting the ADS.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

4.4.3 Improve TMs (A3)

4.4.3.1 Recommend Change (A31)

The ADS which supports the system will provide automated support for the following processes:

a. Prepare Recommended Change. This process requires support of the ADS to assist in the preparation of change recommendations to TMs. Preparation of the TM change recommendation must be accomplished through on-line entry of required information. The draft TM change recommendation must be stored as recommended change data and forwarded for review and coordination by management with on-line ADS access.

1. Level: Army: 1, 2, 3, 4, 5; Navy: 1, 2, 3, 4, 5;  
Air Force: 1, 2, 3, 4, 5
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

b. Submit Recommended Changes for Review and Approval. This process requires the support of the ADS in routing improvement reports, i.e., suggestions, recommendations, and requests, to the appropriate TM OPRs (content managers, proponents, etc.) for review, approval and action. Depending upon the path designated by the service, or commands within the services, the ADS must: 1) capture change suggestions, recommendations and requests; 2) route them appropriately; and 3) update status information accordingly. The ADS must support on-line review, edit, comment, and forwarding of improvement reports by the OPR to others for action or review.

1. Level: Army: 1, 2, 3, 4, 5; Navy: 1, 2, 3, 4, 5;  
Air Force: 1, 2, 3, 4, 5
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

c. Update Status Data. This process requires support of the ADS to ensure users are kept informed on-line of actions taken on recommended changes. The status must be made available so any submitted of an action may be able to call up information on that action and know where it is in the change process.

1. Level: Army: 1, 2, 3; Navy: 1, 2, 3; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

4.4.3.2 Control TM Improvement System (A32)

The ADS which supports the system will provide automated support for the following processes:

a. Perform Administrative Review of Recommended Change. This process requires support of the ADS in accepting on-line recommended changes, including TM policy changes, assigning control numbers, routing instructions, tracking funding requirements, providing configuration of the documents, and furnishing on-line data to perform actions concerning the recommended change to include administrative review edits.

1. Level: Army: 1, 2, 3; Navy: 1, 2, 3; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

b. Prepare a Request for Technical Analysis of Recommended Change. This process requires the support of the ADS by being able to draft and forward on-line the request required to perform technical content analysis following the administrative review on any recommended changes. The ADS must store the request in conjunction with the recommended change to indicate the request has been drafted and forwarded.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

c. Review Technical Analysis Results of Recommended Change. This process requires support of the ADS to assist in the review of the results received from the technical analysis of a TM change recommendation. The comments prepared from the technical analysis must be retrieved from the recommended change data base and displayed for review. The technical analysis results along with the recommended change may need to be placed in a hold status by the ADS software with the capability to remove it from this status at some given point in time.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: COMM

d. Hold. This process requires ADS support to store recommended changes which have been placed in a hold status pending further action. The data will be available for all users to check the changes in a hold status.

1. Level: Army: 2; Navy: 2; Air Force: 2



2. Frequency: As Required
3. ADS Support Service: DMS, COMM

e. Evaluate Recommended Change (Hold TM Process). This process requires ADS support to furnish, upon demand, changes that are being held so they may be put back into the system. The information on hold recommended changes will be available on-line from stored data.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

f. Prepare Publication Change Package. This process requires support of the ADS to assist in, the preparation of a TM publication change package including its publication number(s). Preparation of the TM publication change packages must be accomplished through on-line entry of required data. The draft TM publication change packages must be stored as recommended change data and forwarded for review and coordination by management with on-line ADS access.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

g. Review Publication Number Block for TMs. This process requires support by the ADS to locate, review, and assign predetermined publication numbers stored in the data base.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

h. Select Pre-assigned Publication Number. This process requires ADS support to assign a pre-determined publication number where the numbers are located on the data base. The number will be selected by the software according to criteria established for assignment of numbers.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

i. Prepare Request for Publication Number. This process requires support of the ADS to prepare and forward a request for a publication number when a new block of numbers is needed or when a unique TM number is needed.

1. Level: Army: 2; Navy: 2; Air Force: 2

2. Frequency: As Required
3. ADS Support Service: DMS, COMM

j. Review Publication Change Package for Completeness. This process requires support of the ADS to assist in the review of the TM publication change package for approval before submittal to the publication function. Comments that have been generated on the TM publication change package must be annotated for approval through the capabilities of the ADS. The changes must be finalized, authenticated by electronic signature, and forwarded as a publication change package.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

k. Prepare Recommended Change Status Feedback and TM Improvement System Status Reports. This process requires ADS support to retrieve data stored concerning recommended changes and their status. The ADS will generate and forward a written recommended change status feedback report which will be sent to the submitter of the recommendation each time there is a change in status. The ADS will generate on demand an on-line or written TM Improvement System Status Report providing a list of all active change recommendations and their current status for TM managers.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

l. Determine if TM Master is suitable for Reproduction. This process requires ADS support to assist in evaluating the status of a reproducible master. The ADS will provide indicators as to the number of times the master has been used and modified. If the reproducible master is suitable for reproduction, it will be forwarded for technical analysis review. For digital media masters, the ADS will provide a recommendation as to whether it should be used or a new master prepared. For paper media, the ADS will provide a similar recommendation.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

m. Request for New Master from Repository. This process will require support from the ADS to generate a request for a new master to be made from the repository copy on command of the TM manager.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

4.4.3.3 Perform Technical Content Analysis (A33)

The ADS which supports the system will provide automated support for the following processes:

a. Determine if TM Update Required. This process will require the ADS to support the decision making process by recognizing a "recommended change" or "recommended rescission" code entered into the associated TM management data when the recommendation for change or rescission was received. Based upon the management code, the ADS would route the recommendation to the appropriate, predetermined nodes for processing.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

b. Review TM Data for User Need. This process requires the support of the ADS to determine whether or not there are still requirements for a TM when it is requested to be taken out of the TM system via the change request process. The software must check for current users of that TM and determine if rescinding the TM is appropriate.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

c. Prepare Request for Publication Number (Rescission). This process requires support of the ADS in preparing an on-line request to rescind a TM when it has been determined that there is no valid TM need.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

d. Notify TM Manager. This process requires support of the ADS to notify TM managers that a TM that has been recommended to be rescinded has been screened against a list of users and is still required for use.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

e. Review Recommended Change for Technical Content. This process requires support of the ADS to assist in the technical review of the TM change recommendation. The TM content manager must be able to review the recommendation through the capabilities of the ADS to display the recommendation (text, tables, graphics) and the affected document (TM, policy/guidance, etc.) simultaneously to allow on-line editing and routing to others for review and comment. The TM content manager must be able to review available source data for the document being reviewed, and have the capability to update the history files as appropriate. The ADS will provide the capability to determine impacts on other TMs when the recommended change is the result of equipment configuration changes, software changes, part number changes, etc. Comments that have been generated on the TM change recommendation must be annotated for approval through the capabilities of the ADS. The change must be finalized and authenticated by electronic signature. The TM change recommendation must be entered as recommended change data and transmitted through the communications system which supports the ADS to the OPR assigned TM content management responsibility for the TM.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

f. Perform/Draft Technical Analysis. This process requires support of the ADS to assist in the performance of the technical analysis and preparation of the technical analysis report on the change recommendations to TMs. After receipt of the on-line request and review on- screen simultaneously with the affected TMs, the performance of the technical analysis must be accomplished by accessing the TM data stored as recommended change data and evaluating the change recommendation relative to its need and accuracy for improving a TM. Preparation of the technical analysis report must be accomplished through the ADS for review and coordination by management with on-line ADS access and attributable to a person/organization and change recommendation.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

g. Review Technical Analysis for Completeness. This process requires support of the ADS to assist in the review of the draft technical analysis report for approval. Comments that have been generated on the draft technical analysis report must be annotated for approval through the capabilities of the ADS. The changes must be finalized and authenticated by electronic

signature. The draft technical analysis report must be entered as recommended change data and forwarded to required reviewers. A determination is made if an interim TM is required to support the recommendation for an approved TM change being processed. The ADS must have the capability to produce an interim technical manual (ITM) for distribution when required information is entered on-line by the TM content manager or other authorized user. When determination for an ITM is completed, the status data will be updated as applicable.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

h. Review Pre-assigned ITM number list. This process requires the support of the ADS to screen pre assigned ITM numbers when the decision has been made that an ITM is required.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

Select Pre-assigned ITM number. This process requires support of the ADS to select and assign a pre-assigned ITM number from the block of numbers stored on the data base.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

j. Prepare Draft ITM. This process requires support of the ADS to assist in the preparation of an interim TM. Preparation of the ITM will be accomplished through on-line entry of required information. The draft ITM must be stored as recommended change data and forwarded for review and coordination by managers with on-line ADS access.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

k. Review Draft ITM. This process requires support of the ADS to assist in the review of the draft ITM for approval prior to submittal to the distribution function. Comments that have been generated on the draft ITM must be annotated for approval through the capabilities of the ADS. The changes must be finalized and authenticated by electronic signature. The ADS must store the approved ITM as recommended change data for reference. Hardcopy must be prepared for managers and users without access to the ADS. Digital distribution must be

accomplished for authorized on-line users. After the rm is approved, the status data will be updated as applicable.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

#### 4.4.4 Publish TMs (A4)

##### 4.4.4.1 Develop TM Reproducible Master (A41)

The ADS which supports the system will provide automated support for the following processes:

a. Determine Media and Publishing Specifications for TM (Paper/Digital). This process requires support of the ADS upon receipt of the TM Index, Preliminary Draft/Phenol TM, Publication Change Package, and Authorization Documents to determine the format and form of the TM media to be produced. This determination will be based on known requirements of the users and their capabilities to use either digital or paper TMs. The publishing data must contain information accessible to the OPR that identifies the required media of the TM users. During this process, the OPR must format and forward a request for a reproducible master when stored data indicates that a reproducible master already exists and needs to be updated.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

b. Prepare/Draft Reproducible Master. This process requires support of the ADS to assist in the preparation of the reproducible master. If the deliverable media is to be paper, the ADS must provide a hard copy of the TM in publish-ready format, otherwise delivered in digital format.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, MED

c. Editorial/Review. This process requires support of the ADS to assist in the review, approval and forwarding of a reproducible master on-line for editorial correctness. The publication OPR must be able to display the TM for review. The ADS must allow the spelling to be checked for correctness. The ADS must be able to determine if paragraph numbering and format is correct, and identify any inconsistencies to standards. The ADS must initiate a message to the OPR for publication that the TM is ready for companion information required to determine

amount of reproduction required, distribution requirements, and other critical reproduction information.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

#### 4.4.4.2 Prepare Reproduction Package (A42)

The ADS which supports the system will provide automated support for the following processes:

a. Determine Status of Reproducible Master. This process requires support of the ADS to determine the status and location of the reproducible master upon receipt of a request for reproducible master return. Stored data from status updates received in the data base will be capable of determining the location and status.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

b. Prepare Tracer for Reproducible Master Return. This process requires the support of the ADS to prepare and format a tracer action to locate the reproducible master. Stored data will dictate where the master should be located.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

c. Determine Source (organic/contractor). This process requires the support of the ADS to determine from stored data the source of the reproducible master. This stored data will reflect the master was generated organically or contractually.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

d. Perform Receiving Inspection for Acceptance. This process requires support of the ADS to furnish stored data (i.e., Publication Number, Quantity, etc) to enable the inspection to be completed. The stored data will be compared to the actual master returned or received and the ADS will format and forward the Material Inspection and Receiving Report.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required

3. ADS Support Service: DMS, COMM

e. Prepare Requirement for Reproduction. This process requires support of the ADS to notify the OPR that the approved TM is ready for publication and to prepare the reproduction requirements for inclusion in the reproduction package. The ADS must support on-line entry of all the requirements for the reproduction of a TM. These requirements include quantity of reproduction, distribution (distribution materials), paper, or digital format, storage requirements, and other pertinent requirements.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, MED

f. Prepare Reproduction Package. This process requires support of the ADS to assist in the preparation of the reproduction package. The ADS must support integration into a single file, the reproducible master and reproduction requirements. Upon approval, the reproduction package as well as the publication schedule information are forwarded for processing and information.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, MED

g. Review Reproduction Package and Authenticate/Certify. This process requires support of the ADS to assist the publication OPR to review and approve the reproduction package for accuracy and completeness. The reproduction package information must be displayed on-line for review. The ADS must be capable of spell checking and formatting of the data and flag any discrepancies for correction. The OPR must have the on-line capability of modifying the reproduction package as required. The ADS must store the approved TM reproduction package as publishing data for reference. Hardcopy must be prepared for managers and users without access to the ADS. Digital distribution must be accomplished for authorized users. Authentication of a publication by the appropriate approving official certifies that appropriate coordination has been accomplished and that the publication meets minimum publishing standards. Authentication is the final step in the publication management process prior to printing, and indicates authorization for distribution and use at the appropriate command level.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, MED



h. Determine Type Requirement. Ibis process requires support of the ADS to assist in the determination of the print requirement (reproduction quantity) associated with the reproduction of TMs. The publish requirement must indicate whether the TM is new, a republish of an existing TM, or an amended reproduction requirement of a TM currently in the publication cycle. The ADS must be able to provide the OPR the status of any publication in the reproduction process to determine if an input is an amendment to an existing requirement. The ADS must also be able to determine from the data if a TM has been previously published and that the requirement is for a republish of that TM. The ADS must be able to identify new publish requirements based on the data used to determine the above activities.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

i. Prepare Request for Reproducible Master. This process requires support of the ADS to request the reproducible master from the publishing data when the print requirement is for a republish of an existing TM. The request must be entered in the system and the reproducible master must be provided to the OPR for publication as described above.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

j. Prepare Amended Reproduction Request. This process requires support of the ADS to assist in the development and forwarding of the amended reproduction request. When the ADS determines that the publish requirement is to amend a publication currently in the publication process, an amended reproduction request must be generated. The amended reproduction request must be developed from a pre-determined format stored as publishing data. Information from the publish requirement must be incorporated in the request. The ADS must have the capability to store the data on publications, and the location where a TM is being reproduced. This information must be used to determine the routing of the amended reproduction request. The amended reproduction request must be routed to the publication function responsible for the production of the TM.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

4.4.4.3 Reproduce TMs (A43)

The ADS which supports the system will provide automated support for the following processes:

a. Send to Responsible Service Agency. This process requires support of the ADS to receive and forward for reproduction the print requirement, or amended reproduction request, the reproduction package, and publication schedule information. Data on what was forwarded and when will be stored on the data base.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

b. Monitor Reproduction. This process requires support of the ADS to ensure reproduction of TMs is progressing in accordance with the stored publication schedule information. Data stored in the data base will be compared to actual production progression.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

c. Verify Disposition. This process requires support of the ADS to ensure reproduced TMs (from publishing facility) are distributed as requested in the reproduction package. Data stored in the data base will be compared to actual distribution and forwarded as distribution verification (publisher).

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM. MED

d. Locate Reproducible Master. This process requires ADS support to locate the reproducible master upon receipt of a reproducible master tracer action by comparing stored data about where the master should be located at a particular time.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

e. Forward Reproducible Master. This process requires support by the ADS to forward the located master back to the control function as a reproducible master (from publishing facility).

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

4.4.4.4 Control Reproducible Material (A44)

The ADS which supports the system will provide automated support for the following processes:

a. Identify Reproduction Master Locator File # (Publication #). This process requires support of the ADS for storage of the reproducible master in the publishing data. The notification that reproduction is complete must be tracked in the publishing data and the reproducible master returned to file. The ADS must update the status of the master. In addition, this process requires support of the ADS to determine the location identifier for the reproducible master when in paper form. The ADS must provide the location based on the publications identifier and a predetermined file identifier.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Services: DMS

b. Establish Locator File #. This process requires support of the ADS to assign a new location identifier when one does not exist. The ADS must be able to assign a location identifier based on a set of pre-determined criteria.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

c. File Reproducible Master. This process requires support of the ADS to assist in the filing of the reproducible master. The publishing data must be updated when the reproducible master is filed. For digital copies, the data must be updated to indicate the status of the reproducible master.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

d. Update Locator File. This process requires support of the ADS to maintain a current file status of reproducible masters. The publishing data must be updated when the reproducible master is returned to its storage location.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required

3. ADS Support Service: DMS

e. Retrieve Reproducible Master from File. This process requires support of the ADS to assist the OPR for reproducible masters in retrieving and forwarding the master. The OPR must identify the location of the master from the publishing data for paper copies. Once the master is located, the OPR will physically retrieve the reproducible master for distribution to the publication function. Digital reproducible masters will be retrieved directly from the publishing data and tagged for distribution to the publication function. The ADS must provide the OPR with the distribution information or label to forward the reproducible master to publication. In the case of digital data, the ADS must be able to forward the TM file for publication.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

f. Update Locator File. This process requires support of the ADS to maintain a current file status of reproducible masters. The publishing data must be annotated when the reproducible master is removed for distribution to the publication function. For digital data, the publishing data must be annotated as to the TMs status.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

g. Track Outstanding Reproducible Master. This process requires the support of the ADS to be able to track the location of a reproducible master via the data input and stored on the data base. This process requires the ADS to determine when a reproducible master is due. Data stored from prior inputs of the publication schedule will be compared with due dates established and stored.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

h. Hold Until Due Date. This process requires the ADS to hold in abeyance any request for reproducible master return until the due date has been reached.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

i. Prepare Request for Reproducible Master Return. This process requires support of the ADS to prepare the request for reproducible master return when a due date for the master has been met or exceeded.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

4.4.5 Stock TMs (A5)

4.4.5.1 Control TM Inventory (A51)

The ADS which supports the system will provide automated support for the following processes:

a. Verify Distribution by Publisher. This process requires support of the ADS to receive distribution verification (from Publisher), TM distribution requirements, and to assist in the control of TMs and distribution requirements received for action. The ADS will support the logging function of tracking TMs that have been received and tagging distribution requirements that must be filled. The information will be stored in the data base to maintain inventory records of numbers of TMs and the storage media (paper or digital). Distribution requirements will be received on-line, prioritized, and held in the data base until filled. The OPR for controlling the stocking function will be notified by the ADS when there is a requirement that must be filled. The ADS will compare a distribution requirement with the user information stored in the data base. If a discrepancy exists between the requirements and the authorized distribution criteria the ADS will flag it for review.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

b. Update Inventory Data. This process requires support of the ADS by receiving as they occur, on-line updates of stock status data. This data will reflect any changes occurring in the inventory data stored on the data base.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

c. Review Inventory. This process requires support of the ADS to review the inventory after stock status updates have been made and stored and inventory data updated.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, CONM

d. Compare Inventory On Hand with Required. This process requires support of the ADS to produce a composite listing of what balances are on hand according to stored data and what the quantity required actually dictates.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

e. Develop Inventory Status Reports. This process requires support of the ADS to produce reports and updates for review by users of actual balances and requirements according to data stored on the data base. This information is then forwarded as TM stock information.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM, MED

f. Verify Requirement. This process requires the support of the ADS to receive distribution requirements and verify the requirement against data stored for the requesting account.

1. Level: Az7ny: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

g. Determine if TM is in Stock. This process requires the ADS to search stored data to locate the balance of the TM for which the distribution requirement was received.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

h. Verify Adequate Quantity. This process requires the ADS to compare the stocked quantity to the distribution requirement and determine if the TMs on hand are sufficient to fill the distribution requirement.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

i. Generate TM Distribution Materials. This process requires support of the ADS to provide and forward the

distribution materials for shipment of publications to users and generate and forward the TM requisition status notification. The ADS will prepare the distribution materials required from the distribution requirements data in the code selected reconciliation data. The distribution materials will be provided in hardcopy. The ADS will prepare a summary of the distribution materials prepared.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, MED

j. Review for Reorder Requirement. This process requires the support of the ADS to assist in determination of the status of TM stock. The ADS will store status information on all publication activities. If a publication is unavailable in stock or reordered the ADS will notify the OPR.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

k. Determine Total Requirements. This process requires support of the ADS to assist in establishing publish requirements for each TM. The status data will contain the status of all publication activities including demand history, special program requirements, inventory support levels, such as procurement lead time, "economic order quantity", and backorders. The ADS will establish a demand forecast or other optimal support level, and then utilizing the status data, determine the total quantity required.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

l. Reorder. This process requires support of the ADS to assist in the submittal of an order for reproduction of publications required for stock or distribution. The ADS will determine the reproduction requirement from the comparison of the on-hand and due-in assets with the total requirements. The reproduction requirement will be forwarded to the publication function as a reorder.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

m. Review for Reprint Notice. This process requires support of the ADS to assist in the review of the republish

notice generated from a reorder action. The ADS will provide a display of the information required for a reorder action to the OPR for review. The OPR will have the capability to modify the notice on-line.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

n. Determine TM Print Requirement. This process requires support of the ADS to establish the print requirement when a republish notice does not exist. The ADS will determine the publish requirement based on the distribution requirement and the stock levels required. The print requirement will be forwarded to the publishing function.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

o. Receive Funds Level Report. This process requires support of the ADS in receiving the funds level report to be reviewed to ensure funds have been made available for print requirements.

1. Level: Army: 2, 3; Navy: 2, 3; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

p. Review for Adequate Print Funds. This process requires the ADS to screen fund levels that have been loaded to the data base by the funds level report against funds required for the print requirement. Requirements call for a direct connection between the ADS and the respective service's accounting and finance system to support funds queries on-line.

1. Level: Army: 1, 2, 3; Navy: 1, 2, 3; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

q. Request Funds. This process requires support of the ADS to prepare the required request for funds if the ADS funds review has determined that the funds available are not adequate to support the print requirement. Requirements call for a direct connection between the ADS and the respective service's accounting and finance system to support making funds requests on-line by an authorized Level 1 user.



1. Level: Army: 1, 2, 3; Navy: 1, 2, 3; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

r. Authorize Printing. This process requires support of the ADS to create and forward a print requirement when stored data reflects adequate funds available to support the print requirement.

1. Level: Army: 2; Navy: 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

s. Hold Print Authorization Until Adequate Funds are Available. This process requires that the ADS hold a print authorization when data reflects non-available funds have been requested for the print requirement. The ADS must no the requester when the print requirement is placed in a hold status.

1. Level: Army: 2; Navy: 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

t. Review Publication Schedule Information. This process requires ADS support to review publication schedule information when it is received and compare it to that which is stored in the data base, and update, as necessary, to ensure printing may be accomplished.

1. Level: Army: 2; Navy: 2; Air Force: 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

u. Prepare to Accept New TMs or TM Stock Level. This process requires the ADS to adjust stock levels and authorizations for new print requirements initiated.

1. Level: Army: 2; Navy: 2; Air Force: 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

v. Prepare New or Modified Distribution Requirements. This process requires the ADS to automatically create new distribution materials when new quantities of TMs are required. The ADS will compare established requirements with those received and prepare required materials.

1. Level: Army: 2; Navy: 2; Air Force: 2, 3, 4
2. Frequency: As Required

3. ADS Support Service: DMS, COMM

w. Hold Until Required. This process requires the ADS to hold new distribution materials in a queue until the publication schedule information is approved and the materials are required for printing. These new distribution materials will automatically be released upon reaching a pre-determined date.

1. Level: Army: 2; Navy: 2; Air Force: 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

x. Establish Print Schedule for New TMs. This process requires the ADS to internally establish a print schedule for new TMs. The current stored schedule will be changed by the software to allow this new requirement to be entered into the schedule.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

y. Establish New TM Stock Level for Reprint. This process requires the ADS to adjust stock levels of TMs required upon receipt of the new requirements. These levels will be stored in the data base until further changes are required.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

z. Hold Printing Until Required. This process requires the ADS to hold the print requirement for the adjusted level until the schedule print date. This date will come from the publication schedule information.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

4.4.5.2 Store/Issue TMs (A52)

The ADS which supports the system will provide automated support for the following processes:

a. Perform Material and Receiving Inspection. This process requires the ADS to verify that TMs received from the publishing facility are those that were actually ordered and the correct quantities received. The ADS will format and forward the material inspection and receiving report utilizing an electronic

signature capability once the inspection has been conducted and data entered.

This process also requires the ADS to provide information used to verify that material returned by a customer is for an active TM, and to indicate whether or not the return shipment was pre-authorized. The data stored on the data base will be compared to data entered by the individual doing the inspection.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

b. Determine if Storage Location is Established. This process requires support of the ADS to determine the location identifier for a specific publication. The ADS will contain information in the stock data on the location identifiers of every publication in the inventory. The ADS will be able to compare the publication identifier to the location identifier to determine the location of any given publication.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

c. Assign Storage Location. This process requires support of the ADS to assign a storage location for publications that are new to the system. The newly assigned storage location identifier is stored in the stock data for future use.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

d. Prepare Stock Received Update. This process requires support of the ADS to assist in the preparation of the Stock Received Update for publication materials that are received for storage and distribution. As the materials are inventoried during the receiving inspection, the inspection information will be entered into the stock data. The ADS will generate a Stock Received Update when required by the OPR.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

e. Review TM Stock Information. This process requires the ADS to receive and review TM stock information as it is received.

1. Level: Army: 2; Navy: 2; Air Force: 2

2. Frequency: As Required
3. ADS Support Service: DMS, COMM

f. Compare Data to Current Information. This process requires the ADS to compare the new TM stock information received to the information currently stored on the data base. The ADS must compare quantities, levels, etc, that are currently stored on its data base against those on the new information.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

g. Prepare Stock Status Update. This process requires the ADS to update and forward stored data to reflect any changes in quantities, or levels to the requirement and make the new data available to managers of that TM.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

h. Verify Quantity in Storage. This process requires support of the ADS to assist in the determination of the inventory of a stored publication. The ADS will have inventory data in the data base that will enable the OPR to determine if a sufficient quantity of publications is in a storage location. If the number of publications is adequate to allow an order to be filled, the ADS will inform the OPR. if the number is not enough, the ADS will also inform the OPR and prepare the reorder request.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

Retrieve TMs in Storage. This process requires assistance from the ADS to provide the warehouse operator information as to the location of TMs in storage, both in digital media and paper. The ADS will reflect the retrieval TMs as issued.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS

#### 4.4.5.3 Ship TM (A53)

The ADS which supports the system will provide automated support for the following process:

Prepare TM Package for Shipping/Updated Shipping Status. This process requires support of the ADS to update the shipping status once the TM (issued) shipping package has been assembled and shipped. The updated shipping status will be stored in the ADS data base for access by the on-line TM managers.

1. Level: Army: 2; Navy: 2; Air Force: 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

#### 4.4.6 Distribute TMs (A6)

##### 4.4.6.1 Request or Change TM Account Information (A61)

The ADS which supports the system will provide automated support for the following processes:

a. Determine if TM Need is Valid. This process requires support of the ADS to assist in the receipt of TM users requirements. The ADS will have the capability to receive digital requisitions from users with on-line access to the ADS. Users without on-line access will submit requirements as directed. The ADS will assist in determining the validity of a request. The code selected reconciliation data will have information available on all known user requirements that have been established and the user authorization data. Any new request will be compared to the known data. If the requester is an authorized user of the TM, the request will be validated. If the requester is not an authorized user of the TM, the request will be examined by the OPR to determine disposition.

1. Level: Army: 1, 2, 3, 4; Navy: 1, 2, 3, 4; Air Force: 1, 2, 3, 4, 5
2. Frequency: As Required
3. ADS Support Service: DMS

b. Determine if TM Account Assignment is Required. This process requires the ADS to determine when requirements are reviewed if a TM account must be established. If the requirement is valid and no account assignment has been made the ADS will forward a TM account request.

1. Level: Army: 1, 2, 3; Navy: 1, 2, 3; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

c. Update Status Data. This process requires the ADS to update its stored data to reflect new accounts that have been

established. Navy requires that audiotext capability will be available for submitters to learn TM account status by telephone.

1. Level: Army: 1, 2, 3; Navy: 1, 2, 3; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

d. Review Requested Change. This process requires the ADS to accept and review distribution record updates. The ADS must compare quantities and requirements in stored data to requested changes to determine if the request is for an increase or decrease to requirements.

1. Level: Army: 1, 2, 3, 4; Navy: 1, 2, 3, 4; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

e. Modify TM Requirement. This process requires the ADS to modify or adjust stored data according to what change was made (increase or decrease) in TM requirements.

1. Level: Army: 1, 2, 3, 4; Navy: 1, 2, 3, 4; Air Force: 1, 2, 3, 4, 5
2. Frequency: As Required
3. ADS Support Service: DMS

f. Request TM Account Assignment/Change. This process requires the ADS to format and forward a request for TM assignment/change to reflect any modifications to TM requirements. The ADS will update stored data and produce and forward an automatic distribution request when the modification or change to a TM account resulted in an increase in requirements. This automatic distribution request will be modified also if the requirement now on the data base is decreased.

1. Level: Army: 1, 2, 3, 4; Navy: 1, 2, 3, 4; Air Force: 1, 2, 3, 4, 5
2. Frequency: As Required
3. ADS Support Service: DMS

#### 4.4.6.2 Control TM Distribution Requirements (A62)

The ADS which supports the system will provide automated support for the following processes.

a. Assign TM Account (Change). This process requires support of the ADS to facilitate the assignment of a TM account

upon receipt of a TM account assignment/change request. The ADS will be able to review all current TM account assignments and determine a new account code from a pre-determined set of criteria.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2, 3
2. Frequency: As Required
3. ADS Support Service: DMS

b. Consolidate TM Requisition Distribution Information. This process requires support of the ADS to assemble the distribution information required for the code selected reconciliation data. The ADS will review the code selected reconciliation data and identify all TM accounts and TMs authorized for each. This information will be held for update of the TM consolidated reconciliation data to be accessed or forwarded as required.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2, 3
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

c. Update TM Account Reconciliation Data. This process requires support of the ADS to update and forward the TM code selected reconciliation data. The ADS will format the information developed during the consolidation of TM requisition distribution information and the receipt record into TM account code reconciliation data, if required.

1. Level: Army: 1, 2, 3, 4; Navy: 1, 2, 3, 4; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

d. Establish Automatic Distribution Requirement. This process requires the ADS to receive automatic distribution requirements and establish those requirements as part of its stored data.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1,2,3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

e. Generate TM Distribution Requirement. This process requires the ADS to automatically generate and forward TM distribution requirements for issuance of a TM based on the new automatic distribution requirements. The new requirements will be based on updated data entered into the data base based on a valid requirement for an active TM.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1,2,3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

f. Verify Requirement. This process requires support of the ADS to assist in the verification of a TM distribution non-recurring requirement and authorized TM account codes. The ADS will contain information in the account code reconciliation data that will allow a review of all known TM account codes and authorized TMs. The ADS will evaluate a TM request and determine if it is valid. If the request is not valid, the ADS will flag the request to the OPR for action.

1. Level: Army: 1, 2; Navy: 1, 2; Air Force: 1, 2
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

g. Update Status Data. This process requires the support of the ADS to update on-line status of the non-recurring request so users have access to that data.

1. Level: Army: 1, 2, 5; Navy: 1, 2; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

h. Determine if Active TM. This process requires support of the ADS to assist in determining if a request for a TM is for an active or rescinded TM. The ADS will contain information in the publication number data on all TMs in the inventory. The ADS will compare the publication number to the known list of accounts and determine the status of the publication.

1. Level: Army: 1, 2, 5; Navy: 1, 2; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

Prepare Request for Rescinded/Active TM. This process requires support of the ADS to generate and forward a request for a rescinded or active TM. The ADS will generate a request to have a rescinded or active TM reproduced and distributed to the requester.

1. Level: Army: 1, 2, 3, 4, 5; Navy: 1, 2, 3, 4; Air Force: 1, 2, 3, 4, 5
2. Frequency: As Required
3. ADS Support Service: DMS



#### 4.4.6.3 Create Non-Recurring TM Requirement (A63)

The ADS which supports the system will provide automated support for the following processes:

a. Determine if TM Authorization Exists. This process requires the ADS to accept TM one-time requests and compare that request against stored data to determine if an authorization already exists.

1. Level: Army: 3, 4; Navy: 3, 4; Air Force: 1,2,3,4
2. Frequency: As Required
3. ADS Support Service: DMS

b. TM Account OPR Verifies TM Need Against Account. This process requires support of the ADS to assist in the verification of the need for a TM from an authorized user. The ADS will provide a listing of the authorized users of an assigned TM. The ADS will permit a determination if the users request is valid. If the TM is not authorized, the need will either be disapproved or forwarded with a recommended approval.

1. Level: Army: 3; Navy: 3; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

c. Determine if TM Required on One-Time Basis. This process requires the ADS to ensure the non-recurring request is for a valid one-time requirement and will not have an automatic distribution requirement added to the data base.

1. Level: Army: 3; Navy: 3; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

d. Generate TM Requirement. This process requires support of the ADS to generate the TM requirement for issuance of the TM on a one-time basis as a TM request (non-recurring). The ADS will generate a request for distribution of the requested TM.

1. Level: Army: 1, 2, 3, 4, 5; Navy: 1, 2, 3, 4; Air Force: 1, 2, 3, 4, 5
2. Frequency: As Required
3. ADS Support Service: DMS

e. Determine if Backorder Exists. This process requires the ADS to screen stored data against a TM status notification to determine if an outstanding backorder already exists for a valid requirement and if the data base reflects a backorder and the status of the requisition.

1. Level: Army: 2, 3, 4, 5; Navy: 2, 3, 4; Air Force: 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, CO@

f. Compare TM Requisition to Received TMs or Distribution Requirements Status. This process requires support of the ADS to compare the TM data received and the received TM status data. The ADS will analyze the information on the TM data that has been received and compare it to the deficient/excess requirement of the received TMs. If the quantity of received TMs is less than the request, the ADS will notify the TM account OPR that action may be required.

1. Level: Army: 2, 3, 4, 5; Navy: 2, 3, 4; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

g. Determine Status of Outstanding Requirement. This process requires the ADS to reflect the status of any outstanding backorder, and update that status if the TM account is in a deficient status because TMs on hand do not satisfy needed requirements.

1. Level: Army: 2, 3, 4, 5; Navy: 2, 3, 4; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

h. Resubmit TM Requirement. This process requires support of the ADS to assist in the determination of whether a requisition should be resubmitted. If the comparison of the TM requisition and the received TM status indicates a shortage or inadequate delivery to meet the TM requirements, the TM requisition may be resubmitted and the status data updated. The TM requirement will be automatically regenerated, if required.

1. Level: Army: 2, 3, 4; Navy: 2, 3, 4; Air Force: 1, 2, 3, 4, 5
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

i. Notify Submitter. This process requires the ADS to send on-line notification to submitters of deficient/excess requirements of actions taken on their requests. Navy requires that audiotext capability will be available for submitters to learn of status of requested documents by telephone.

1. Level: Army: 2, 3, 4; Navy: 2, 3, 4; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

4.4.6.4 Make TM Distribution (A64)

The ADS which supports the system will provide automated support for the following processes:

a. Sort for Distribution. This process requires ADS support to sort shipped TMs as they are received against the proper account for which the requirement was established. The distribution control record data stored in the data base will reflect the account requiring the TM.

1. Level: Army: 3; Navy: 3; Air Force: 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

b. Distribute TMs to Accounts and Subaccounts. This process requires support of the ADS to assist in the distribution of TM data to the authorized accounts. On-line users will have the capability to interface with the ADS through their user level system to access TM data authorized for their use. The ADS will post information in the account reconciliation data when TM data is available for the users to extract. Users that do not have an on-line capability will be provided hardcopy.

1. Level: Army: 2, 3, 4; Navy: 2, 3, 4; Air Force: 1, 2, 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

c. Record TM Received. This process requires the ADS to update the distribution record by recording data concerning received TMs. This data will be stored on the data base for account managers to review on-line.

1. Level: Army: 3, 4; Navy: 3, 4; Air Force: 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

d. Prepare Receipt Record. This process requires the ADS to prepare and forward the receipt record when TMs have been distributed to its proper accounts.

1. Level: Army: 3, 4; Navy: 3, 4; Air Force: 3, 4

2. Frequency: As Required
3. ADS Support Service: DMS

e. File TM. This process requires the support of the ADS to file TMs when they are in digital format. The TMs will be stored in the data base for on-line users.

1. Level: Army: 3; Navy: 2, 3, 4; Air Force: 1,2,3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

f. Generate Distribution Control Record. This process requires the ADS to generate and forward any new control records that were established as a result of new TMs being received for the first time and no control record exists on the data base.

1. Level: Army: 3, 4; Navy: 3, 4; Air Force: 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS

#### 4.4.6.5 Perform Reviews (A65)

The ADS which supports the system will provide automated support for the following processes:

a. Compare all TM Requirements, Accounts Reconciliation Data and Filed TMs. This process requires support of the ADS to compare and analyze the TM requirements and accounts reconciliation generated for management control of the TM inventory. The ADS will compare the TM requirements that exist to the TM inventory data that is stored at the various users locations to determine any discrepancies.

1. Level: Army: 2, 3, 4; Navy: 2, 3, 4; Air Force: 2, 3, 4
2. Frequency: Annually
3. ADS Support Service: DMS

b. Perform Post-Publication Reviews. This process requires the support of the ADS to flag or identify those TMs that have had no change or distribution requirements for a specified period of time. In addition, all classified TMs will be flagged periodically for review. The TM OPR will be notified to perform the reviews via a forwarded account reconciliation report. The review results may require a TM to be rescinded or the security classification updated. The ADS will contain records of checks completed.

1. Level: Army: 2, 3, 4; Navy: 2, 3, 4; Air Force: 2, 3, 4

2. Frequency: As Required.
3. ADS Support Service: DMS, CONM

c. Generate Deficiency/Excess Requirements Data and TM Distribution Record Update. This process requires the ADS to compile excess or deficient data so it may be forwarded to correct discrepancies. The Distribution control record will be updated and forwarded per data entered into the data base when reconciliations are made.

1. Level: Army: 3, 4; Navy: 3, 4; Air Force: 3, 4
2. Frequency: As Required
3. ADS Support Service: DMS, COMM

#### 4.5 Flexibility.

The joint TM system will be required to react to changing environments of the TM system over its life span. In order to accomplish this, a capability will exist to allow the system to change as required. The ADS must be configured to allow it to be modified periodically in response to the changing environment in the world of technical data. The adaptability of both the hardware and software must be a prime consideration in its development. The ADS design will be modular to accommodate technological updates, and system expansion. The flexibility of the ADS must also include an ability for the system to be reconfigured, as required, during operational periods and war game exercises that affect the communications route configurations, create hardware failures, and simulate system discrepancies.

#### 4.6 System Data.

The ADS will process the system data in accordance with the functional processes described in Sections 3.2, 4.3 and 4.4. Two additional sources of information have been developed to detail the data requirement. The JUSTIS Requirements Database (JRDB) identifies and describes forms, transactions, reports, and master files used to support the management of technical manuals across the Services. This source also includes data element definitions and descriptions. Appendix III, Information Engineering Models, provides information models derived in part from the JRDB. These models illustrate the range of corporate data which is created, managed, and used to support the management of technical manuals. The information models presented are Service specific.

#### 4.7 Survivability and Failure Contingency Features.

Survivability addresses the ability of the system to withstand and overcome the effects of hostile actions (war, sabotage, terrorism, etc.) carried out against the system.

Failure contingencies address the ability of the system to overcome the effects of a wide range of events such as severe weather, floods, earthquake, facility fires, power outages, and system failures.

System survivability and failure contingency features and provisions include system backup, redundancy, alternate networking paths, and degraded mode of operations. In each case, these features and provisions will allow the system components unaffected by hostile or non-hostile events to preserve total system integrity and continue to satisfy critical processing requirements.

##### 4.7.1 Backup.

System backup features and accompanying operating procedures must ensure all critical system data is routinely captured and stored separately from the system automatically and with minimum personnel intervention. Backup features will enable the operators of the system at a site or node to resume processing with minimum effort and impact if the operational data of the system is damaged or destroyed.

##### 4.7.2 Redundancy.

System redundancy must ensure that sufficient system resources are implemented throughout to enable any site, subsystem, or node to pick up critical processing workloads of any other like site, subsystem or node, without adversely impacting either the host or guest systems' critical processing requirements. Redundancy must enable a single site to continue critical processing and host the workload of another site or node using the guest site's backup data. Redundancy provisions of the system must ensure that redundant resources can be acquired, installed, and implemented without disrupting the affected sites' workloads or capabilities.

##### 4.7.3 Alternate Networking.

The joint TM system alternate networking capabilities must support use of multiple telecommunications paths enabling the system to maintain essential telecommunications interactivity in the event of a telecommunications path (link) failure. In some geographic areas, particularly overseas, alternative government

and commercial telecommunication paths are extremely limited and/or expensive. For that reason, alternate networking support must include provisions for physical transfer of digital media and employment of additional nodes in the telecommunication networks to ensure the adequacy of data transfer capabilities whenever the system is stressed.

#### 4.7.4 Degraded Mode Operation.

Provisions for degraded mode operations must support an orderly reprioritization and reassignment of system functions to match critical processes with available system resources.